

## IFB - VOCA FY25 EVALUATION

### AGENCY: Area Resources for Community and Human Services Community Partnership

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		3	5	
Agency Description		5	10	
Service Population		5	10	
Project Description		7	25	
Volunteers		3	10	
Outcome Measures		3	5	
Budget Spreadsheet		3	10	
Budget Narrative		7	25	
<b>Total Points for Evaluation Criteria</b>		<b>36</b>	<b>100</b>	
Definition	Rating	Points Assigned	Points Possible	Findings
<b>APPLICATION QUESTIONS</b>				
<b>1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points</b>				
<b>a. Check the services you provide for the requested VOCA-funded project only.</b>				
<b>b. Include the projected number of VOCA-funded services for the requested project period.</b>				
<b>c. Include the total number of victims and secondary victims for the requested project period.</b>				
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>		5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	3	3	Did not match the services cited in other sections of response, no other services noted, limited response
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>3</b>		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>NARRATIVE SECTION - single-spaced, 12-point font</b>				
<b>1. Provide an agency description - 1 Page - 10 Points</b>				

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	5	7	Unclear on structure (pass-through versus agency services, limited detail on history of victim services.
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		5		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	5	7	Unclear types of crime victim served, limited description of needs beyond crime stats, states other ways to determined victimization status but does not detail.
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Primary Service Population</b>		5		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points</b>				
<b>a. Describe how victims will access the services described in this application.</b>				
<b>b. Identify any additional services the agency makes available to victims.</b>				
<b>c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.</b>				
<b>d. If applying for underserved category, how do you plan to reach underserved community members.</b>				
The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> 16-25		25	
The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response	<b>Satisfactory Points</b> 6-15	7	15	Unclear service delivery - Does not identify project structure (funding other agencies or doing work internally), Unclear roles for service providers, limited detail on duplication of services, limited detail on partner organizations. Collaboration is just listed not explained .



The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		7	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>	3	4	Applicant did not provide required response. Volunteers waiver provides insufficient justification to not use volunteers. All VOCA providers have the similar confidentiality restraints but still meet volunteer requirement.
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		3		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>		5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	3	3	No examples of positive outcomes provided, clear program targets but limited in scope. No actual outcomes provided, only targets.

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		<b>7</b>	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>	<b>3</b>	<b>3</b>	Multiple errors, no category totals, missing priority amounts in some line items, Incorrect indirect computation.
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p>7</p>	<p>15</p>	<p>Questioned if personnel were employees or actually contractors with other agencies? Multiple computation errors. FTE allocations appear too high for described victims services, Limited detail beyond salary justification. No justification for Emergency funds. Missing match information.</p>
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p>7</p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p>36</p>	<p>100</p>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Adhoc Group Against Crime**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		3	5	
Agency Description		6	10	
Service Population		6	10	
Project Description		8	25	
Volunteers		6	10	
Outcome Measures		2	5	
Budget Spreadsheet		3	10	
Budget Narrative		7	25	
<b>Total Points for Evaluation Criteria</b>		<b>41</b>	<b>100</b>	
Definition	Rating	Points Assigned	Points Possible	Findings
<b>APPLICATION QUESTIONS</b>				
<b>1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points</b>				
<b>a. Check the services you provide for the requested VOCA-funded project only.</b>				
<b>b. Include the projected number of VOCA-funded services for the requested project period.</b>				
<b>c. Include the total number of victims and secondary victims for the requested project period.</b>				
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points</b> 5-4		5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2	3	3	Missing information, no additional services, doesn't match Infor form #1 and #3 responses.
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b> 1		1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>3</b>		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>NARRATIVE SECTION - single-spaced, 12-point font</b>				
<b>1. Provide an agency description - 1 Page - 10 Points</b>				

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	6	7	Unclear current programs, lack detail on past years of victim services, no detail on demographics served.
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		6		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	6	7	Unclear service population, limited detail on victim needs, limited crime victim determination process.
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Primary Service Population</b>		6		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points</b>				
<b>a. Describe how victims will access the services described in this application.</b>				
<b>b. Identify any additional services the agency makes available to victims.</b>				
<b>c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.</b>				
<b>d. If applying for underserved category, how do you plan to reach underserved community members.</b>				
The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> 16-25		25	
The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> 6-15	8	15	No response to duplication questions, limited detail on accessing slices, no response on underserved outreach, some services described are not VOCA allowable (prevention).

<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>						
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>8</p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>		<p>10</p>						

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>	6	7	Volunteer roles identified in unallowable activities (prevention), Limited detail in recruitment, training, and recognition activities. Reviewer question why Volunteer waiver was submitted when volunteers are active.
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		6		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>		5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	2	3	Limited in scope and unclear description how it connects to project description; not agency wide in scope;

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>2</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		<b>7</b>	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>	<b>3</b>	<b>3</b>	limited in detail; does not include priory areas, unallowable activities included (prevention)
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p>7</p>	<p>15</p>	<p>Limited in detail; does not provide sufficient computations of expenses; no required match detail</p>
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p>7</p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p>41</p>	<p>100</p>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Central Missouri Stop Human Trafficking Coalition**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		2	5	
Agency Description		10	10	
Service Population		10	10	
Project Description		25	25	
Volunteers		9	10	
Outcome Measures		5	5	
Budget Spreadsheet		10	10	
Budget Narrative		23	25	
<b>Total Points for Evaluation Criteria</b>		<b>94</b>	<b>100</b>	

Definition	Rating	Points Assigned	Points Possible	Findings
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**APPLICATION QUESTIONS**

**1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points**

- a. Check the services you provide for the requested VOCA-funded project only.
- b. Include the projected number of VOCA-funded services for the requested project period.
- c. Include the total number of victims and secondary victims for the requested project period.

The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points</b> 5-4		5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2	2	3	Amount of services appears unreasonable compared to details provided in #1 & #3; appears to include partner services; no other services identified.
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>2</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**NARRATIVE SECTION - single-spaced, 12-point font**

**1. Provide an agency description - 1 Page - 10 Points**

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	10	10	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		10		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	10	10	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> <b>0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Primary Service Population</b>		<b>10</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points</b>				
<b>a. Describe how victims will access the services described in this application.</b>				
<b>b. Identify any additional services the agency makes available to victims.</b>				
<b>c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.</b>				
<b>d. If applying for underserved category, how do you plan to reach underserved community members.</b>				
The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> <b>16-25</b>	<b>25</b>	<b>25</b>	
The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> <b>6-15</b>		<b>15</b>	

<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>						
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>25</p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>	<p>9</p>	<p>10</p>	<p>Good detail, did not provide unduplicated count or hours</p>					

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		7	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		9		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>	5	5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>5</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>	<b>10</b>	<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		<b>7</b>	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		<b>3</b>	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>10</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>	<b>23</b>	<b>25</b>	some allocations appear too high without sufficient justification, shift some priority areas.

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>		<p><b>15</b></p>	
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p><b>5</b></p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p><b>23</b></p>		

<p><b>Total Evaluation Out Of 100 Points</b></p>		<p><b>94</b></p>	<p><b>100</b></p>	
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**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Central Missouri Foster Care & Adoption Association**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		1	5	
Agency Description		2	10	
Service Population		3	10	
Project Description		2	25	
Volunteers		3	10	
Outcome Measures		2	5	
Budget Spreadsheet		3	10	
Budget Narrative		1	25	
<b>Total Points for Evaluation Criteria</b>		<b>17</b>	<b>100</b>	Nonresponsive

Definition	Rating	Points Assigned	Points Possible	Findings
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**APPLICATION QUESTIONS**

**1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points**

- a. Check the services you provide for the requested VOCA-funded project only.
- b. Include the projected number of VOCA-funded services for the requested project period.
- c. Include the total number of victims and secondary victims for the requested project period.

The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points</b> 5-4		5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	Incomplete form
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>1</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**NARRATIVE SECTION - single-spaced, 12-point font**

**1. Provide an agency description - 1 Page - 10 Points**

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		<b>7</b>	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>	2	<b>4</b>	Lacks detail about direct victim services demographics, or services area; doesn't identify where located; minimal detail of agency history.
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Agency Description</b>		<b>2</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		<b>7</b>	
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>	3	<b>4</b>	No determination noted, no exceeds capacity noted; provided information for response #3

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> <b>0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Primary Service Population</b>		<b>3</b>		

<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
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**3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points**

- a. Describe how victims will access the services described in this application.**
- b. Identify any additional services the agency makes available to victims.**
- c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.**
- d. If applying for underserved category, how do you plan to reach underserved community members.**

The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> <b>16-25</b>		<b>25</b>	
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The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> <b>6-15</b>		<b>15</b>	
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<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>	<p>2</p>	<p>5</p>	<p>Unresponsive to prompts; only provided minimal detail of Kinship Navigator program.</p>					
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>	<p></p>	<p>0</p>	<p></p>					
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>2</p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>		<p>10</p>						

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		7	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>	3	4	only provided annual count, hours, and volunteer areas.
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		3		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>		5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	2	3	Over page limit, unable to tie-back to project activities due to limit response to #3, agency wide in scope

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>2</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		<b>7</b>	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>	<b>3</b>	<b>3</b>	multiple computation errors; no priority totals
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>		<p><b>15</b></p>	
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>	<p><b>1</b></p>	<p><b>5</b></p>	<p>Cannot prorate operations and elect indirect - must choose one or the other; No staff justification; Limited justification in other areas; FTE percentages too high without justification or project narrative; no computations; need to breakout benefits computations.</p>
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p><b>1</b></p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p><b>17</b></p>	<p><b>100</b></p>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Child Abuse Prevention Association**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		4	5	
Agency Description		8	10	
Service Population		6	10	
Project Description		18	25	
Volunteers		10	10	
Outcome Measures		5	5	
Budget Spreadsheet		7	10	
Budget Narrative		17	25	
<b>Total Points for Evaluation Criteria</b>		<b>75</b>	<b>100</b>	
Definition	Rating	Points Assigned	Points Possible	Findings
<b>APPLICATION QUESTIONS</b>				
<b>1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points</b>				
<b>a. Check the services you provide for the requested VOCA-funded project only.</b>				
<b>b. Include the projected number of VOCA-funded services for the requested project period.</b>				
<b>c. Include the total number of victims and secondary victims for the requested project period.</b>				
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>	4	5	no other services
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>4</b>		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>NARRATIVE SECTION - single-spaced, 12-point font</b>				
<b>1. Provide an agency description - 1 Page - 10 Points</b>				

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	8	10	he response meets all requirements but offers few significant benefits beyond the minimal requirements.
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		8		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		10	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	6	7	Unclear of victim vs non-victim determination
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Primary Service Population</b>		6		

Definition	Rating	Points Assigned	Points Possible	Findings
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**3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points**

- a. Describe how victims will access the services described in this application.
- b. Identify any additional services the agency makes available to victims.
- c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.
- d. If applying for underserved category, how do you plan to reach underserved community members.

The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> 16-25	18	25	Unclear description of services and additional services provided; limited information about accessing services; limited response to duplication of services.
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The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> 6-15		15	
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The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		7	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		<b>10</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>	5	5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>5</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>	<b>7</b>	<b>7</b>	Incorrect computations, all figures based off 12-month budget
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		<b>3</b>	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>7</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>	<b>17</b>	<b>25</b>	Insufficient detail in benefits computations; errors in computations; questionable admin FTE - not sufficient detail of admin allowable services.

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>		<p><b>15</b></p>	
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p><b>5</b></p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p><b>17</b></p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p><b>75</b></p>	<p><b>100</b></p>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Children's Home Society of Missouri DBA Family Forward**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		5	5	
Agency Description		9	10	
Service Population		6	10	
Project Description		16	25	
Volunteers		8	10	
Outcome Measures		5	5	
Budget Spreadsheet		7	10	
Budget Narrative		13	25	
<b>Total Points for Evaluation Criteria</b>		<b>69</b>	<b>100</b>	

Definition	Rating	Points Assigned	Points Possible	Findings
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**APPLICATION QUESTIONS**

**1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points**

- a. Check the services you provide for the requested VOCA-funded project only.
- b. Include the projected number of VOCA-funded services for the requested project period.
- c. Include the total number of victims and secondary victims for the requested project period.

The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>	5	5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>5</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**NARRATIVE SECTION - single-spaced, 12-point font**

**1. Provide an agency description - 1 Page - 10 Points**

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	9	<b>10</b>	not clear what services are for victims
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		9		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	6	7	Limited detail on victimization determination, limited detail for victim needs
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Primary Service Population</b>		6		

Definition	Rating	Points Assigned	Points Possible	Findings
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**3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points**

- a. Describe how victims will access the services described in this application.
- b. Identify any additional services the agency makes available to victims.
- c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.
- d. If applying for underserved category, how do you plan to reach underserved community members.

The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> 16-25	16	25	Limited information on access response; questionable allowable activities;
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The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> 6-15		15	
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<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>						
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>16</p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>	<p>8</p>	<p>10</p>	<p>limited detail on volunteer training; limited detail on use of volunteers.</p>					

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		7	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		8		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>	5	5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>5</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>	<b>7</b>	<b>7</b>	incorrect priority areas; need to breakout employee benefits computations
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		<b>3</b>	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>7</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p>13</p>	<p>15</p>	<p>Insufficient computation detail; need to breakout employees and benefits; minimal match response</p>
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p>13</p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p>69</p>	<p>100</p>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Cornerstones of Care**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		2	5	
Agency Description		7	10	
Service Population		4	10	
Project Description		14	25	
Volunteers		7	10	
Outcome Measures		4	5	
Budget Spreadsheet		3	10	
Budget Narrative		10	25	
<b>Total Points for Evaluation Criteria</b>		<b>51</b>	<b>100</b>	

Definition	Rating	Points Assigned	Points Possible	Findings
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**APPLICATION QUESTIONS**

**1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points**

- a. Check the services you provide for the requested VOCA-funded project only.
- b. Include the projected number of VOCA-funded services for the requested project period.
- c. Include the total number of victims and secondary victims for the requested project period.

The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points</b> 5-4		5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2	2	3	no other services; data doesn't match #3; appears unreasonable that every victim receives every service
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>2</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**NARRATIVE SECTION - single-spaced, 12-point font**

**1. Provide an agency description - 1 Page - 10 Points**

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	7	7	limited victim demographics; scope of services appear VOCA unallowable
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		<b>4</b>	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Agency Description</b>		<b>7</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		<b>7</b>	
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>	4	<b>4</b>	limited description of needs; unclear victim determination process; limited explanation of excess needs; majority of response fits in #3.

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Primary Service Population</b>		4		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points</b>				
<b>a. Describe how victims will access the services described in this application.</b>				
<b>b. Identify any additional services the agency makes available to victims.</b>				
<b>c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.</b>				
<b>d. If applying for underserved category, how do you plan to reach underserved community members.</b>				
The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> 16-25		25	
The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> 6-15	14	15	Unclear on how services were provide and to whom; limited information on duplication; age range 16-23, are services provided to a majority of adults; majority of services outlined are detailed as paid by other funding sources.

<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>						
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>14</p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>		<p>10</p>						

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points</b> 5-7	7	7	no recognition activities and minimal information training and recruitment
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points</b> 1-4		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		7		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points</b> 4-5	4	5	Limited in scope, offers few benefits beyond minimal requirements.
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2		3	

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>4</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		<b>7</b>	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>	<b>3</b>	<b>3</b>	multiple errors - no VOCA category; 12-month budget requests; did not breakout benefits; items in indirect should be in Supplies/Operations
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p><b>10</b></p>	<p><b>15</b></p>	<p>Unclear justification of activities; incorrect computations; 12-month budget; benefits need to be justified and computations; indirect breakdown was confusing.</p>
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p><b>5</b></p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p><b>10</b></p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p><b>51</b></p>	<p><b>100</b></p>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Delta Area Economic Opportunity Corporation**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		5	5	
Agency Description		8	10	
Service Population		8	10	
Project Description		19	25	
Volunteers		8	10	
Outcome Measures		2	5	
Budget Spreadsheet		7	10	
Budget Narrative		15	25	
<b>Total Points for Evaluation Criteria</b>		<b>72</b>	<b>100</b>	

Definition	Rating	Points Assigned	Points Possible	Findings
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**APPLICATION QUESTIONS**

**1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points**

- a. Check the services you provide for the requested VOCA-funded project only.**
- b. Include the projected number of VOCA-funded services for the requested project period.**
- c. Include the total number of victims and secondary victims for the requested project period.**

The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>	5	5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>5</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**NARRATIVE SECTION - single-spaced, 12-point font**

**1. Provide an agency description - 1 Page - 10 Points**

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	8	7	no demographics detail; limited agency detail
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		<b>8</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	8	<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Primary Service Population</b>		8		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points</b>				
<b>a. Describe how victims will access the services described in this application.</b>				
<b>b. Identify any additional services the agency makes available to victims.</b>				
<b>c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.</b>				
<b>d. If applying for underserved category, how do you plan to reach underserved community members.</b>				
The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> 16-25	19	25	limited other services detail
The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> 6-15		15	

<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>						
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>19</p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>	<p>8</p>	<p>10</p>	<p>No unduplicated count or annual hours provided</p>					

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		7	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		<b>8</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>		5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		2	3 limited in scope; unclear agency wide impact, does not show impact of services

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>2</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>	<b>7</b>	<b>7</b>	error in supplies line item; indentation of costs that will not occur in project period.
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		<b>3</b>	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>7</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p>15</p>	<p>15</p>	<p>Operational computations and justification lack detail; limited match detail</p>
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p>15</p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p>72</p>	<p>100</p>	

## IFB - VOCA FY25 EVALUATION AGENCY: Employment Connection

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		3	5	
Agency Description		2	10	
Service Population		3	10	
Project Description		10	25	
Volunteers		9	10	
Outcome Measures		3	5	
Budget Spreadsheet		7	10	
Budget Narrative		7	25	
<b>Total Points for Evaluation Criteria</b>		<b>44</b>	<b>100</b>	
Definition	Rating	Points Assigned	Points Possible	Findings
<b>APPLICATION QUESTIONS</b>				
<b>1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points</b>				
<b>a. Check the services you provide for the requested VOCA-funded project only.</b>				
<b>b. Include the projected number of VOCA-funded services for the requested project period.</b>				
<b>c. Include the total number of victims and secondary victims for the requested project period.</b>				
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>		5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	3	3	no other services; does not match data presented in response #1 & #3
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>3</b>		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>NARRATIVE SECTION - single-spaced, 12-point font</b>				
<b>1. Provide an agency description - 1 Page - 10 Points</b>				

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		<b>7</b>	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>	2	<b>4</b>	No victim services noted; lacks detail of current programs, provides few benefits beyond minimal.
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Agency Description</b>		<b>2</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		<b>7</b>	
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>	3	<b>4</b>	Does not identify type of crime victims served or needs of victims; demand does not exceed capacity; limited determination detail

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> <b>0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Primary Service Population</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points</b>				
<b>a. Describe how victims will access the services described in this application.</b>				
<b>b. Identify any additional services the agency makes available to victims.</b>				
<b>c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.</b>				
<b>d. If applying for underserved category, how do you plan to reach underserved community members.</b>				
The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> <b>16-25</b>		<b>25</b>	
The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> <b>6-15</b>	<b>10</b>	<b>15</b>	Unclear victim services programs (noted victimization relate is 22.38%); limited additional services; limited description regarding duplication of services; no underserved response despite requesting underserved category.

<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>						
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p><b>10</b></p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>	<p>9</p>	<p>10</p>	<p>limited use within victim service program</p>					

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		7	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		9		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>		5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	3	3	Limited scope and doesn't capture impact of services; did not provide positive outcome example (client success story insufficient to respond to prompt)

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>	<b>7</b>	<b>7</b>	Did not breakout benefits line items; incorrect priority items
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		<b>3</b>	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>7</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p>7</p>	<p>15</p>	<p>Annual budget amounts appear unreasonable; Allocation detail was confusing; show computations for benefits; limited justification for victim services; direct client assistance not noted in response #3; no match response; no FTE over demonstrated victim rate of 22.38%; cannot choose prorated operational costs and indirect. no match,</p>
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p>7</p>		

<p><b>Total Evaluation Out Of 100 Points</b></p>		<p>88</p>	<p>100</p>	
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**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Foster & Adoptive Care Coalition**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		1	5	
Agency Description		5	10	
Service Population		5	10	
Project Description		13	25	
Volunteers		6	10	
Outcome Measures		3	5	
Budget Spreadsheet		0	10	
Budget Narrative		0	25	
<b>Total Points for Evaluation Criteria</b>		<b>33</b>	<b>100</b>	Nonresponsive

Definition	Rating	Points Assigned	Points Possible	Findings
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**APPLICATION QUESTIONS**

**1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points**

- a. Check the services you provide for the requested VOCA-funded project only.**
- b. Include the projected number of VOCA-funded services for the requested project period.**
- c. Include the total number of victims and secondary victims for the requested project period.**

The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points</b> 5-4		5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b> 1	1	1	estimates do not match narrative response; does not match #3 response; incomplete response
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>1</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**NARRATIVE SECTION - single-spaced, 12-point font**

**1. Provide an agency description - 1 Page - 10 Points**

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	5	7	limited detail on agency programs; only talks about one program. Limited history of agency; limited demographics description.
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		5		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	5	7	limited detail on victim needs; unclear of determination between victim vs non-victim services; provides answers to other prompts in the section; no detail on exceeding organizational status.
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> <b>0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Primary Service Population</b>		<b>5</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points</b>				
<b>a. Describe how victims will access the services described in this application.</b>				
<b>b. Identify any additional services the agency makes available to victims.</b>				
<b>c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.</b>				
<b>d. If applying for underserved category, how do you plan to reach underserved community members.</b>				
The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> <b>16-25</b>		<b>25</b>	
The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> <b>6-15</b>	<b>13</b>	<b>15</b>	overall lack of detail in response; VOCA services appear to overlap non-VOCA services; limited response to underserved; limited detail of avoid duplication; limited overall response to prompt #3

<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>						
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>13</p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>		<p>10</p>						

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>	6	7	Did not provide required unduplicated count or annual hours, program appears to meet needs but limited in detail
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		6		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>		5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	3	3	Confusing response, does not appear to tie-in to project services; data didn't match other areas in application

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		<b>7</b>	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		<b>3</b>	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>	<b>0</b>	<b>0</b>	Unresponsive - no line item budget, no category totals, no priority totals
<b>Total Points for Budget Section</b>		<b>0</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>		<p><b>15</b></p>	
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p><b>5</b></p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>	<p><b>0</b></p>	<p><b>0</b></p>	<p>Unresponsive - no line item budget, no category totals, no priority totals, not job titles, no justification narrative, no computations, not match response, need to break out employee benefits.</p>
<p><b>Total Points for Budget Narrative Section</b></p>		<p><b>0</b></p>		

<p><b>Total Evaluation Out Of 100 Points</b></p>		<p><b>33</b></p>	<p><b>100</b></p>	
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**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Healing Action Network, Inc.**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		4	5	
Agency Description		9	10	
Service Population		9	10	
Project Description		20	25	
Volunteers		9	10	
Outcome Measures		3	5	
Budget Spreadsheet		3	10	
Budget Narrative		14	25	
<b>Total Points for Evaluation Criteria</b>		<b>71</b>	<b>100</b>	

Definition	Rating	Points Assigned	Points Possible	Findings
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**APPLICATION QUESTIONS**

**1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points**

- a. Check the services you provide for the requested VOCA-funded project only.**
- b. Include the projected number of VOCA-funded services for the requested project period.**
- c. Include the total number of victims and secondary victims for the requested project period.**

The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>	4	5	No other services noted
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>4</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**NARRATIVE SECTION - single-spaced, 12-point font**

**1. Provide an agency description - 1 Page - 10 Points**

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	9	10	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		9		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	9	10	limited victim needs
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Primary Service Population</b>		9		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points</b>				
<b>a. Describe how victims will access the services described in this application.</b>				
<b>b. Identify any additional services the agency makes available to victims.</b>				
<b>c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.</b>				
<b>d. If applying for underserved category, how do you plan to reach underserved community members.</b>				
The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> 16-25	20	25	Note that is odd to note a collaboration with the agency's own project (MO-CATE).additional services lack of information
The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> 6-15		15	

<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>						
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>20</p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>	<p>9</p>	<p>10</p>	<p>No annual hours included</p>					

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		7	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		9		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>		5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	3	3	limited in scope

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		<b>7</b>	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>	<b>3</b>	<b>3</b>	No overall total; no category total; no priority total; did not include indirect request
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p><b>14</b></p>	<p><b>15</b></p>	<p>Minimal justification of personnel; need details for operations expenses; cannot prorate rent &amp; elect indirect</p>
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p><b>5</b></p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p><b>14</b></p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p><b>71</b></p>	<p><b>100</b></p>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Foster Adopt Connect, Inc. BI & KI**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		2	5	
Agency Description		5	10	
Service Population		2	10	
Project Description		5	25	
Volunteers		5	10	
Outcome Measures		3	5	
Budget Spreadsheet		3	10	
Budget Narrative		4	25	
<b>Total Points for Evaluation Criteria</b>		<b>29</b>	<b>100</b>	
Definition	Rating	Points Assigned	Points Possible	Findings
<b>APPLICATION QUESTIONS</b>				
<b>1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points</b>				
<b>a. Check the services you provide for the requested VOCA-funded project only.</b>				
<b>b. Include the projected number of VOCA-funded services for the requested project period.</b>				
<b>c. Include the total number of victims and secondary victims for the requested project period.</b>				
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points</b> 5-4		5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2	2	3	Limited scope of services detailed, not other services noted; estimated services numbers appear unreasonable (average of 217 counseling sessions per victim)
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>2</b>		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>NARRATIVE SECTION - single-spaced, 12-point font</b>				
<b>1. Provide an agency description - 1 Page - 10 Points</b>				

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	5	7	limited detail of victim services; meets requirements but offers few benefits beyond the minimal requirements.
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		5		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>	2	4	Limited victim's needs detailed, provide old sources; no victimization services; no additional demand detailed; included outcomes instead of needs.

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Primary Service Population</b>		2		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points</b>				
<b>a. Describe how victims will access the services described in this application.</b>				
<b>b. Identify any additional services the agency makes available to victims.</b>				
<b>c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.</b>				
<b>d. If applying for underserved category, how do you plan to reach underserved community members.</b>				
The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> 16-25		25	
The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> 6-15		15	

<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>	<p>5</p>	<p>5</p>	<p>Kinship Navigator program was identified a prevention services, making it unallowable ("build protective factors for kinship families that are not actively involved in the child welfare system but are caring for relative children and youth at-risk of entering or reentering foster care"); limited detail of additional services and collaborations; unclear access response; confusing, incomplete sentences in Program History.</p>					
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>5</p>							
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>		<p>10</p>						

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>	5	7	Volunteer waiver request submitted; justification minimal; no recruitment or training detailed.
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		5		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>		5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	3	3	over page limit

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
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<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		<b>7</b>	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>	<b>3</b>	<b>3</b>	incorrect funding period (9 months); multiple errors; cannot prorate operational and indirect de minimus; unallowable items included
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>		<p><b>15</b></p>	
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>	<p><b>4</b></p>	<p><b>5</b></p>	<p>No justifications provided; incorrect project period; no detail in benefits section; no justification to identify Kinship Navigators as allowable; limited match response. Excessive ask for the amount of services provided. Ineligible match to use state dss other funding as match.</p>
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p><b>4</b></p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p><b>29</b></p>	<p><b>100</b></p>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: I Pour Life, Inc.**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		3	5	
Agency Description		3	10	
Service Population		2	10	
Project Description		10	25	
Volunteers		8	10	
Outcome Measures		2	5	
Budget Spreadsheet		3	10	
Budget Narrative		5	25	
<b>Total Points for Evaluation Criteria</b>		<b>36</b>	<b>100</b>	

Definition	Rating	Points Assigned	Points Possible	Findings
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**APPLICATION QUESTIONS**

**1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points**

- a. Check the services you provide for the requested VOCA-funded project only.**
- b. Include the projected number of VOCA-funded services for the requested project period.**
- c. Include the total number of victims and secondary victims for the requested project period.**

The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points</b> 5-4		5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2	3	3	No other services noted, limited scope; doesn't match #3 response
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>3</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**NARRATIVE SECTION - single-spaced, 12-point font**

**1. Provide an agency description - 1 Page - 10 Points**

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		<b>7</b>	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>	3	<b>4</b>	No demonstrated history of victim services, minimal programs offered, minimal scope. Serving any crime victims is unclear.
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Agency Description</b>		<b>3</b>		

<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
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**2. Describe your primary service population - 2 Pages - 10 Points**

**a. Identify needs of primary population.**

**b. Explain how you determine crime victimization status.**

**c. If demand for services exceeds organizational capacity, explain the need and circumstances.**

The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		<b>7</b>	
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>	2	<b>4</b>	Limited detail on victim needs; no detail on victim determination status, only provided state definitions, doesn't match data provided in other sections/ They don't really provide responses to the questions. Provides definitions and information about Children's Division.

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> <b>0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Primary Service Population</b>		<b>2</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points</b>				
<b>a. Describe how victims will access the services described in this application.</b>				
<b>b. Identify any additional services the agency makes available to victims.</b>				
<b>c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.</b>				
<b>d. If applying for underserved category, how do you plan to reach underserved community members.</b>				
The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> <b>16-25</b>		<b>25</b>	
The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> <b>6-15</b>	<b>10</b>	<b>15</b>	Unclear in description of services; few additional services provided; limited description of how services provided; limited response of duplication of services; limited response for underserved request. / The role of the Social Capital Club manager was not explained and appears unallowable.

<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>						
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p><b>10</b></p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>	<p>8</p>	<p>10</p>	<p>missing how they recruited and limited activities information</p>					

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		7	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		8		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>		5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	2	3	No requested data provided; no examples of positive outcomes. / Identified goal but not how they evaluate. Number of clients and positive outcome not identified.

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>2</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		<b>7</b>	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>	<b>3</b>	<b>3</b>	computational errors and did not follow required format, no category or priority totals./ computational errors and did not follow required format, no category or priority totals.
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>		<p><b>15</b></p>	
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>	<p><b>5</b></p>	<p><b>5</b></p>	<p>did not provide sufficient computational details, need to split out personnel individually; FTE allocations appear too high due to victim vs non-victim services; need to use state rate for mileage; supplies section was confusing; rent, utilities, trash allocation too high; no match response. / Staff names not provided. Total different than budget. \$9,000 requested for meetings with clients(\$15 per meeting per client) . It is unclear what this is used for. Match not addressed.</p>
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p><b>5</b></p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p><b>36</b></p>	<p><b>100</b></p>	

## IFB - VOCA FY25 EVALUATION

### AGENCY: Kansas City 33 Public Schools DBA Kansas City Public Schools

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		3	5	
Agency Description		8	10	
Service Population		8	10	
Project Description		16	25	
Volunteers		5	10	
Outcome Measures		2	5	
Budget Spreadsheet		7	10	
Budget Narrative		15	25	
<b>Total Points for Evaluation Criteria</b>		<b>64</b>	<b>100</b>	
Definition	Rating	Points Assigned	Points Possible	Findings
<b>APPLICATION QUESTIONS</b>				
<b>1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points</b>				
<b>a. Check the services you provide for the requested VOCA-funded project only.</b>				
<b>b. Include the projected number of VOCA-funded services for the requested project period.</b>				
<b>c. Include the total number of victims and secondary victims for the requested project period.</b>				
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>	3	5	no other services; doesn't match services description in other section of narrative./ Don't believe # are correct. 19,776 counseling sessions. Each employee would have to do 329/mo.
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>3</b>		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>NARRATIVE SECTION - single-spaced, 12-point font</b>				
<b>1. Provide an agency description - 1 Page - 10 Points</b>				

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	8	<b>10</b>	Few benefits beyond minimal beyond requirements; minimal victim service described; victim service stats don't align with crime victim numbers. Noted that KC crime victim rate is 1.4% and KCPS describe rate is 21.3%.
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		<b>8</b>		

<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
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**2. Describe your primary service population - 2 Pages - 10 Points**

**a. Identify needs of primary population.**

**b. Explain how you determine crime victimization status.**

**c. If demand for services exceeds organizational capacity, explain the need and circumstances.**

The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	8	<b>10</b>	Limited victim needs described, focused primarily on crime statistics; good procedures for crime victimization.
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> <b>0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Primary Service Population</b>		<b>8</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points</b>				
<b>a. Describe how victims will access the services described in this application.</b>				
<b>b. Identify any additional services the agency makes available to victims.</b>				
<b>c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.</b>				
<b>d. If applying for underserved category, how do you plan to reach underserved community members.</b>				
The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> <b>16-25</b>		<b>25</b>	
The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> <b>6-15</b>	<b>16</b>	<b>15</b>	Limited detail on duplication of services; Limited detail for reaching underserved; No detail regarding services for victims vs services for trauma. Elements were confusing in description. / Did not address the role of the Coordinator of Mentor Services or the Systems Analyst.

<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>						
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>16</p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>		<p>10</p>						

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points</b> 5-7	5	7	Volunteers roles noted were mostly unallowable, mentor volunteers would like be only allowable; no total hours noted; limited training and recognition detail / Number of hours not provided. Minimal training provided. Does not appear to be for project
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points</b> 1-4		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		5		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points</b> 4-5		5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2	2	3	Limited in agency wide scope; minimal relationship to detail provide in response #2 & #3./ Positive outcome not provided.

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>2</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas				
b. Provide a narrative to show costs are justified, reasonable and allowable.				
c. Identify all computations used to arrive at requested line-item amounts in the narrative.				
d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.				
e. Include total funds requested for each priority area.				
i. Direct Services to victims				
ii. Specialized Services for communities impacted by inequity				
iii. Supportive Services for victim services				
iv. Direct Services to secondary victims				
v. Supportive services for secondary victim services				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>	<b>7</b>	<b>7</b>	errors on spreadsheet, no type in contractual; question FTE percentages based on data provided - 100% is unallowable based on victim vs non-victim services provided by project.
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		<b>3</b>	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>7</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)				
b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)				
c. Provide total amount of VOCA funds requested				
d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)				
e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)				
f. Ensure all computations are accurate & category totals are correct				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p>15</p>	<p>15</p>	<p>Limited FTE justification; limited justification for other line items; question allowable costs for some benefits. Insurance-amount deducted from pay. Is this the employee's portion of insurance? Is unemployment based on the first \$9,500. Contractual at \$130/hour need to follow federal cap.</p>
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p>15</p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p>64</p>	<p>100</p>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Kansas City Mothers In Charge**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		2	5	
Agency Description		6	10	
Service Population		0	10	
Project Description		5	25	
Volunteers		7	10	
Outcome Measures		2	5	
Budget Spreadsheet		3	10	
Budget Narrative		13	25	
<b>Total Points for Evaluation Criteria</b>		<b>38</b>	<b>100</b>	

Definition	Rating	Points Assigned	Points Possible	Findings
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**APPLICATION QUESTIONS**

**1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points**

- a. Check the services you provide for the requested VOCA-funded project only.**
- b. Include the projected number of VOCA-funded services for the requested project period.**
- c. Include the total number of victims and secondary victims for the requested project period.**

The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points</b> 5-4		5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2	2	3	unreasonable based on response #1, no other services/ I don't think the # are attainable. Is the director going to answer 833 hotline calls/month in her 11 hours a month. That's 75 calls/hour.
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>2</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**NARRATIVE SECTION - single-spaced, 12-point font**

**1. Provide an agency description - 1 Page - 10 Points**

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	6	7	data doesn't match, unclear programming description, minimum detail of agency history
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		6		

Definition	Rating	Points Assigned	Points Possible	Findings
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**2. Describe your primary service population - 2 Pages - 10 Points**

**a. Identify needs of primary population.**

**b. Explain how you determine crime victimization status.**

**c. If demand for services exceeds organizational capacity, explain the need and circumstances.**

The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> 0	0	0	unresponsive
<b>Total Points for Narrative Section, Primary Service Population</b>		0		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points</b>				
<b>a. Describe how victims will access the services described in this application.</b>				
<b>b. Identify any additional services the agency makes available to victims.</b>				
<b>c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.</b>				
<b>d. If applying for underserved category, how do you plan to reach underserved community members.</b>				
The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> <b>16-25</b>		25	
The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> <b>6-15</b>		15	

<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>	<p>5</p>	<p>5</p>	<p>Limited detail on access; no additional services; limited detail on collaboration &amp; duplication; limited underserved response; notes only one responder to all scenes; prevention activities noted/ Roles of staff, collaboration, and underserved not addressed</p>					
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>5</p>							
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>		<p>10</p>						

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points</b> 5-7	7	7	limited training detailed/ Doesn't really explain what services volunteers will provide.
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points</b> 1-4		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		7		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points</b> 4-5		5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2	2	3	no examples provided; limited in scope, unsure if agency wide in other programming./ Numbers served and positive outcomes not addressed.

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>2</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas				
b. Provide a narrative to show costs are justified, reasonable and allowable.				
c. Identify all computations used to arrive at requested line-item amounts in the narrative.				
d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.				
e. Include total funds requested for each priority area.				
i. Direct Services to victims				
ii. Specialized Services for communities impacted by inequity				
iii. Supportive Services for victim services				
iv. Direct Services to secondary victims				
v. Supportive services for secondary victim services				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		<b>7</b>	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>	<b>3</b>	<b>3</b>	multiple computation errors
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)				
b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)				
c. Provide total amount of VOCA funds requested				
d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)				
e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)				
f. Ensure all computations are accurate & category totals are correct				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p>13</p>	<p>15</p>	<p>limited justification provided; unallowable activities included; allocations too high for service description and justification provided; confusing elements; limited match description.</p>
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p>13</p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p>38</p>	<p>100</p>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: MICA Project**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		4	5	
Agency Description		8	10	
Service Population		7	10	
Project Description		22	25	
Volunteers		6	10	
Outcome Measures		3	5	
Budget Spreadsheet		7	10	
Budget Narrative		17	25	
<b>Total Points for Evaluation Criteria</b>		<b>74</b>	<b>100</b>	

Definition	Rating	Points Assigned	Points Possible	Findings
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**APPLICATION QUESTIONS**

**1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points**

- a. Check the services you provide for the requested VOCA-funded project only.**
- b. Include the projected number of VOCA-funded services for the requested project period.**
- c. Include the total number of victims and secondary victims for the requested project period.**

The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>	4	5	Limited in scope; data described does not match what is presented in #1, #2, #3
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>4</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**NARRATIVE SECTION - single-spaced, 12-point font**

**1. Provide an agency description - 1 Page - 10 Points**

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	8	10	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		8		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		10	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	7	7	confusing information for crime victim victimization determination. Limited info on organizational capacity.

The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		<b>4</b>	
The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Primary Service Population</b>		<b>7</b>		

<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
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**3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points**

- a. Describe how victims will access the services described in this application.**
- b. Identify any additional services the agency makes available to victims.**
- c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.**
- d. If applying for underserved category, how do you plan to reach underserved community members.**

The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points 16-25</b>	<b>22</b>	<b>25</b>	minimal information on collaboration and duplication of services and limited outreach information identified.
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<p>The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>		<p><b>15</b></p>	
<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p><b>5</b></p>	
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	

<b>Total Points for Narrative Section, Project Description</b>		22		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b>				
<b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b>				
The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>	6	7	No total hours provided; limited training and recognition practices detailed
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		6		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				

The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>		<b>5</b>	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	<b>3</b>	<b>3</b>	Outcomes do not demonstrate impact of services; limited in scope
The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>	<b>7</b>	<b>7</b>	wrong categories Cleaning - priority 3, budget shows priority 1. Bookkeeping IT should be s/o. Should this be priority 3
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		<b>3</b>	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>7</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				

<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>	<b>17</b>	<b>25</b>	mortgage costs are unallowable; supplied miscategorized in equipment; Bookkeeping & IT shift to Contractual; volunteer rate can be higher. Who is the laptop for, why is it needed, should it be equipment? . Mortgage not allowable. ? Says match requirement is \$7,949.68, it would actually be \$9,937.11. Shows more than this but doesn't explain activities of CSS Director or volunteers.
The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.	<b>Satisfactory Points 6-15</b>		<b>15</b>	
The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-5</b>		<b>5</b>	
The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Narrative Section</b>		<b>17</b>		
<b>Total Evaluation Out Of 100 Points</b>		<b>74</b>	<b>100</b>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Missouri Alliance for Children & Families, LLC**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		3	5	
Agency Description		3	10	
Service Population		3	10	
Project Description		5	25	
Volunteers		3	10	
Outcome Measures		3	5	
Budget Spreadsheet		7	10	
Budget Narrative		8	25	
<b>Total Points for Evaluation Criteria</b>		<b>35</b>	<b>100</b>	

Definition	Rating	Points Assigned	Points Possible	Findings
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**APPLICATION QUESTIONS**

**1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points**

- a. Check the services you provide for the requested VOCA-funded project only.**
- b. Include the projected number of VOCA-funded services for the requested project period.**
- c. Include the total number of victims and secondary victims for the requested project period.**

The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points</b> 5-4		5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2	3	3	No other services noted; incomplete victim numbers; victims number doesn't match data presented in other parts of application.
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>3</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**NARRATIVE SECTION - single-spaced, 12-point font**

**1. Provide an agency description - 1 Page - 10 Points**

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		<b>7</b>	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>	3	<b>4</b>	Limited detail regarding programs; only provides one year evidence of victim services but those items are noted under another contract.
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Agency Description</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		<b>7</b>	

The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>	3	4	Limited victim needs detailed; limited detail for crime victim determination; focus on other contract program services; no capacity issues noted.
The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Primary Service Population</b>		3		

Definition	Rating	Points Assigned	Points Possible	Findings
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**3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points**

**a. Describe how victims will access the services described in this application.**

**b. Identify any additional services the agency makes available to victims.**

**c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.**

**10**

The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		25	
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<p>The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>		<p><b>15</b></p>	
<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>	<p><b>5</b></p>	<p><b>5</b></p>	<p>Limited access detail; no victimization determination (trauma vs crime victim); no additional service noted; limited collaboration detail to demonstrate lack of duplication; limited staff roles beyond explanation of models; requested notes only asking for training expenses.</p>
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p><b>5</b></p>		

Definition	Rating	Points Assigned	Points Possible	Findings
<b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b>				
<b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b>				
The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		<b>7</b>	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>	<b>3</b>	<b>4</b>	no count and no hours provided; no detail for recruitment, training, and recognition practices.
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Use of Volunteers</b>		<b>3</b>		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>		<b>5</b>	

The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	3	3	limited objectives and outcomes and evaluations , reference Different contract.
The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		1	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Outcome Measures</b>		3		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas				
b. Provide a narrative to show costs are justified, reasonable and allowable.				
c. Identify all computations used to arrive at requested line-item amounts in the narrative.				
d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.				
e. Include total funds requested for each priority area.				
i. Direct Services to victims				
ii. Specialized Services for communities impacted by inequity				
iii. Supportive Services for victim services				
iv. Direct Services to secondary victims				
v. Supportive services for secondary victim services				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		10	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>	7	7	Budget doesn't match project narrative response, only TBRI staff briefly mentioned; no category totals and missing priority totals.
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		3	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Budget Section</b>		7		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)				
b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)				
c. Provide total amount of VOCA funds requested				
d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)				
e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)				
f. Ensure all computations are accurate & category totals are correct				

<p>The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.</p>	<p><b>Distinctive Points 16-25</b></p>		<p>25</p>	
<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p>8</p>	<p>15</p>	<p>Only 4 staff members briefly mention in response #3; limited match description; FTE doesn't match description (57% victim services vs 100% VOCA eligible; limited personnel description; limited match description./ FFTA conference requested, who, how many? HALO project-who?, Camp cost expensive, limited information. Match activities or amount not identified. Source: State of Missouri</p>
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p>8</p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p>35</p>	<p>100</p>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Mothers Against Drunk Driving**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		5	5	
Agency Description		7	10	
Service Population		9	10	
Project Description		21	25	
Volunteers		5	10	
Outcome Measures		2	5	
Budget Spreadsheet		7	10	
Budget Narrative		15	25	
<b>Total Points for Evaluation Criteria</b>		<b>71</b>	<b>100</b>	
Definition	Rating	Points Assigned	Points Possible	Findings
<b>APPLICATION QUESTIONS</b>				
<b>1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points</b>				
<b>a. Check the services you provide for the requested VOCA-funded project only.</b>				
<b>b. Include the projected number of VOCA-funded services for the requested project period.</b>				
<b>c. Include the total number of victims and secondary victims for the requested project period.</b>				
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>	5	5	no other services noted
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>5</b>		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>NARRATIVE SECTION - single-spaced, 12-point font</b>				
<b>1. Provide an agency description - 1 Page - 10 Points</b>				

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	7	7	Data contradicts other sections; detail more about national and not MO specific; where is agency located; Over page limit - narrative beyond the page limit was not considered.
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		<b>4</b>	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Agency Description</b>		<b>7</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	9	<b>10</b>	Over page limit - narrative beyond the page limit was not considered
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		<b>7</b>	
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		<b>4</b>	

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> <b>0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Primary Service Population</b>		<b>9</b>		

<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
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**3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points**

- a. Describe how victims will access the services described in this application.**
- b. Identify any additional services the agency makes available to victims.**
- c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.**
- d. If applying for underserved category, how do you plan to reach underserved community members.**

The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> <b>16-25</b>	<b>21</b>	<b>25</b>	Included unallowable activities (prevention programs) confusion on project specific vs. national service
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The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> <b>6-15</b>		<b>15</b>	
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<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>						
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>21</p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>		<p>10</p>						

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points</b> 5-7	5	7	Low confidence in response; data did not match in annual totals; confused by inclusion of volunteer waiver request being included.
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points</b> 1-4		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		5		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points</b> 4-5		5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2	2	3	limited metrics; data doesn't match VOCA data spreadsheet; limited in scope for agency policy & practice.

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>2</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas				
b. Provide a narrative to show costs are justified, reasonable and allowable.				
c. Identify all computations used to arrive at requested line-item amounts in the narrative.				
d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.				
e. Include total funds requested for each priority area.				
i. Direct Services to victims				
ii. Specialized Services for communities impacted by inequity				
iii. Supportive Services for victim services				
iv. Direct Services to secondary victims				
v. Supportive services for secondary victim services				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>	<b>7</b>	<b>7</b>	s/o & IC not correct
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		<b>3</b>	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>7</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)				
b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)				
c. Provide total amount of VOCA funds requested				
d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)				
e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)				
f. Ensure all computations are accurate & category totals are correct				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p>15</p>	<p>15</p>	<p>Included unallowable activities; insufficient justification for non-personnel items; cannot prorate rent &amp; elect indirect rate. Staff responsibility and prevention, prevention is not VOCA Allowable. Mileage rate is wrong and no match information</p>
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p>15</p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p>71</p>	<p>100</p>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: The Children's Place, Inc.**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		2	5	
Agency Description		6	10	
Service Population		6	10	
Project Description		13	25	
Volunteers		7	10	
Outcome Measures		4	5	
Budget Spreadsheet		3	10	
Budget Narrative		4	25	
<b>Total Points for Evaluation Criteria</b>		<b>45</b>	<b>100</b>	
Definition	Rating	Points Assigned	Points Possible	Findings
<b>APPLICATION QUESTIONS</b>				
<b>1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points</b>				
<b>a. Check the services you provide for the requested VOCA-funded project only.</b>				
<b>b. Include the projected number of VOCA-funded services for the requested project period.</b>				
<b>c. Include the total number of victims and secondary victims for the requested project period.</b>				
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points</b> 5-4		5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points</b> 3-2	2	3	Estimate does not match detail in response #3; no other services; computation errors/ Do not believe it is specific to VOCA. Only teachers on grant
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>2</b>		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>NARRATIVE SECTION - single-spaced, 12-point font</b>				
<b>1. Provide an agency description - 1 Page - 10 Points</b>				

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	6	7	total doesn't match data sheet; few benefits beyond minimal requirements. / Serves children with traumatic experiences only some of them are crime victims
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		6		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	6	7	services don't match other sections; unclear w/ underserved response; unclear victim services determination vs non-victim services; limited response with over capacity.
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Primary Service Population</b>		6		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points</b>				
<b>a. Describe how victims will access the services described in this application.</b>				
<b>b. Identify any additional services the agency makes available to victims.</b>				
<b>c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.</b>				
<b>d. If applying for underserved category, how do you plan to reach underserved community members.</b>				
The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> 16-25		25	
The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> 6-15	13	15	limited service detail beyond therapy services; limited detail on collaboration & duplication of services; limited response to underserved; question VOCA allowability of overall project. / Staff responsibilities not addressed

<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>						
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>13</p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p> <p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>		<p>10</p>						

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>	7	7	Limited detail in recruitment, training, retention.
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		7		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>	4	5	Number of clients not provided
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>4</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		<b>7</b>	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>	<b>3</b>	<b>3</b>	multiple computation errors, unallowable FTE
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>		<p><b>15</b></p>	
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>	<p><b>4</b></p>	<p><b>5</b></p>	<p>Insufficient justification, question FTE allocations; lack match description, insufficient response. / Very little information provided. Requesting Coordinator &amp; Director at 100% which doesn't seem reasonable. Teachers max is 50% and 25% for coordinators/ directors</p>
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p><b>4</b></p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p><b>45</b></p>	<p><b>100</b></p>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Crime Victim Advocacy Center**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		4	5	
Agency Description		10	10	
Service Population		7	10	
Project Description		20	25	
Volunteers		9	10	
Outcome Measures		5	5	
Budget Spreadsheet		7	10	
Budget Narrative		22	25	
<b>Total Points for Evaluation Criteria</b>		<b>84</b>	<b>100</b>	

Definition	Rating	Points Assigned	Points Possible	Findings
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**APPLICATION QUESTIONS**

**1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points**

- a. Check the services you provide for the requested VOCA-funded project only.**
- b. Include the projected number of VOCA-funded services for the requested project period.**
- c. Include the total number of victims and secondary victims for the requested project period.**

The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>	4	5	No other services noted
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>4</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**NARRATIVE SECTION - single-spaced, 12-point font**

**1. Provide an agency description - 1 Page - 10 Points**

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	10	10	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		<b>10</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		10	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	7	7	limited response on victim needs, focused on crime stats

The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		<b>4</b>	
The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Primary Service Population</b>		<b>7</b>		

<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
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**3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points**

- a. Describe how victims will access the services described in this application.**
- b. Identify any additional services the agency makes available to victims.**
- c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.**
- d. If applying for underserved category, how do you plan to reach underserved community members.**

The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points 16-25</b>	<b>20</b>	<b>25</b>	Project staff responsibilities not discussed limited information about access and collaboration. Prevention program is ARCHS >
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<p>The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>		<p><b>15</b></p>	
<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p><b>5</b></p>	
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	

<b>Total Points for Narrative Section, Project Description</b>		20		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b>				
<b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b>				
The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	9	10	
The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		7	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		9		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				

The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>	5	5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		1	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Outcome Measures</b>		5		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		10	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>	7	7	Annual amount for Rent, Zoom, & Cell phones not correct
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		3	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Budget Section</b>		7		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				

<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>	22	25	Question some allocation percentages, not justified sufficiently; cannot prorate operational and elect indirect./ Volunteer match
The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.	<b>Satisfactory Points 6-15</b>		15	
The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-5</b>		5	
The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Budget Narrative Section</b>		22		
<b>Total Evaluation Out Of 100 Points</b>		84	100	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Safe Connections**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		4	5	
Agency Description		9	10	
Service Population		6	10	
Project Description		14	25	
Volunteers		8	10	
Outcome Measures		4	5	
Budget Spreadsheet		10	10	
Budget Narrative		10	25	
<b>Total Points for Evaluation Criteria</b>		<b>65</b>	<b>100</b>	
Definition	Rating	Points Assigned	Points Possible	Findings
<b>APPLICATION QUESTIONS</b>				
<b>1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points</b>				
<b>a. Check the services you provide for the requested VOCA-funded project only.</b>				
<b>b. Include the projected number of VOCA-funded services for the requested project period.</b>				
<b>c. Include the total number of victims and secondary victims for the requested project period.</b>				
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>	4	5	No other services noted
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>4</b>		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>NARRATIVE SECTION - single-spaced, 12-point font</b>				
<b>1. Provide an agency description - 1 Page - 10 Points</b>				

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	9	10	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		9		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		10	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	6	7	Too much focus on crime stats and not enough detail of victim needs.

The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		<b>4</b>	
The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Primary Service Population</b>		<b>6</b>		

<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
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**3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points**

**a. Describe how victims will access the services described in this application.**

**b. Identify any additional services the agency makes available to victims.**

**c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.**

**d. If applying for underserved category, how do you plan to reach underserved community members.**

The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	
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<p>The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p><b>14</b></p>	<p><b>15</b></p>	<p>good description of services; limited collaboration and additional services detail and Missing staff responsibilities</p>
<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p><b>5</b></p>	
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	

<b>Total Points for Narrative Section, Project Description</b>		<b>14</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b>				
<b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b>				
The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	<b>8</b>	<b>10</b>	limited training and recruitment detail
The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		<b>7</b>	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		<b>4</b>	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Use of Volunteers</b>		<b>8</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				

The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>	4	5	Appears applicant uses smaller font to stay within page limit
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		1	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>4</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**BUDGET SECTION (6-month Project Period) - 2 one-year renewal options**

**6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet & unlimited page numbers for narrative)**

- a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas
- b. Provide a narrative to show costs are justified, reasonable and allowable.
- c. Identify all computations used to arrive at requested line-item amounts in the narrative.
- d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.
- e. Include total funds requested for each priority area.
  - i. Direct Services to victims
  - ii. Specialized Services for communities impacted by inequity
  - iii. Supportive Services for victim services
  - iv. Direct Services to secondary victims
  - v. Supportive services for secondary victim services

Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>	10	10	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		7	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		3	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Budget Section</b>		<b>10</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:**

- a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)
- b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)

<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	
The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.	<b>Satisfactory Points 6-15</b>	<b>10</b>	<b>15</b>	Need to provide benefits computations; did not address match; question admin FTE rates
The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-5</b>		<b>5</b>	
The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Narrative Section</b>		<b>10</b>		
<b>Total Evaluation Out Of 100 Points</b>		<b>65</b>	<b>100</b>	

## IFB - VOCA FY25 EVALUATION

### AGENCY: South Asian Womens Empowerment & Resource Alliance

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		4	5	
Agency Description		10	10	
Service Population		6	10	
Project Description		15	25	
Volunteers		5	10	
Outcome Measures		3	5	
Budget Spreadsheet		3	10	
Budget Narrative		5	25	
<b>Total Points for Evaluation Criteria</b>		<b>51</b>	<b>100</b>	
Definition	Rating	Points Assigned	Points Possible	Findings
<b>APPLICATION QUESTIONS</b>				
<b>1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points</b>				
<b>a. Check the services you provide for the requested VOCA-funded project only.</b>				
<b>b. Include the projected number of VOCA-funded services for the requested project period.</b>				
<b>c. Include the total number of victims and secondary victims for the requested project period.</b>				
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>	4	5	No other services noted, didn't match project or agency descriptions; . Have counseling listed but no counselor on grant
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>4</b>		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>NARRATIVE SECTION - single-spaced, 12-point font</b>				
<b>1. Provide an agency description - 1 Page - 10 Points</b>				

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	10	<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		<b>10</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	6	7	No victim determination detail; lacks explanation for organizational capacity;

The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		<b>4</b>	
The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Primary Service Population</b>		<b>6</b>		

<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
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**3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points**

**a. Describe how victims will access the services described in this application.**

**b. Identify any additional services the agency makes available to victims.**

**c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.**

**d. If applying for underserved category, how do you plan to reach underserved community members.**

The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	
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<p>The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p>15</p>	<p>15</p>	<p>included information that should have gone in #2 and #5; discusses new services but does not detail; moderate confidence in response./ Staff responsibilities not addressed</p>
<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>	
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>	

<b>Total Points for Narrative Section, Project Description</b>		<b>15</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b>				
<b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b>				
The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>	<b>5</b>	<b>7</b>	Only provided Board of Directors even though mention volunteers answering hotline; no total count of volunteers or hours; no training, recruitment, recognition detail; waiver justification does not meet requirements.
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		<b>4</b>	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>	<b>0</b>	<b>0</b>	
<b>Total Points for Narrative Section, Use of Volunteers</b>		<b>5</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				

The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>		<b>5</b>	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	<b>3</b>	<b>3</b>	Difficult to relate to limited detail provided in #3; overs few benefits beyond minimal requirements./ # served not provided
The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>3</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**BUDGET SECTION (6-month Project Period) - 2 one-year renewal options**

**6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet & unlimited page numbers for narrative)**

- a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas
- b. Provide a narrative to show costs are justified, reasonable and allowable.
- c. Identify all computations used to arrive at requested line-item amounts in the narrative.
- d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.
- e. Include total funds requested for each priority area.
  - i. Direct Services to victims
  - ii. Specialized Services for communities impacted by inequity
  - iii. Supportive Services for victim services
  - iv. Direct Services to secondary victims
  - v. Supportive services for secondary victim services

Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		<b>7</b>	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>	<b>3</b>	<b>3</b>	no separate spreadsheet provided; no category totals; no priority totals
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>3</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:**

- a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)
- b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)

<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	
The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.	<b>Satisfactory Points 6-15</b>		<b>15</b>	
The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-5</b>	<b>5</b>	<b>5</b>	minimum or no justification provided; limited or no computations provided; / Salary & benefits for PT positions claimed at 100 rather than 50%, no descriptions so not sure if everything is allowable, travel listed in s/o, no match
The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Narrative Section</b>		<b>5</b>		
<b>Total Evaluation Out Of 100 Points</b>		<b>51</b>	<b>100</b>	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: The Victim Center, Inc.**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		4	5	
Agency Description		9	10	
Service Population		9	10	
Project Description		18	25	
Volunteers		10	10	
Outcome Measures		5	5	
Budget Spreadsheet		10	10	
Budget Narrative		23	25	
<b>Total Points for Evaluation Criteria</b>		<b>88</b>	<b>100</b>	
Definition	Rating	Points Assigned	Points Possible	Findings
<b>APPLICATION QUESTIONS</b>				
<b>1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points</b>				
<b>a. Check the services you provide for the requested VOCA-funded project only.</b>				
<b>b. Include the projected number of VOCA-funded services for the requested project period.</b>				
<b>c. Include the total number of victims and secondary victims for the requested project period.</b>				
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>	4	5	No other services noted
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>4</b>		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>NARRATIVE SECTION - single-spaced, 12-point font</b>				
<b>1. Provide an agency description - 1 Page - 10 Points</b>				

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	9	<b>10</b>	demographics limited
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		9		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	9	<b>10</b>	Limited victim needs detailed, focused more on statistics and gaps
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	

The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		<b>4</b>	
The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Primary Service Population</b>		<b>9</b>		

<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
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**3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points**

- a. Describe how victims will access the services described in this application.**
- b. Identify any additional services the agency makes available to victims.**
- c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.**
- d. If applying for underserved category, how do you plan to reach underserved community members.**

The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points 16-25</b>	<b>18</b>	<b>25</b>	limited detail for connecting with underserved; limited detail on other program services./ No staff responsibilities
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<p>The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>		<p><b>15</b></p>	
<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p><b>5</b></p>	
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	

<b>Total Points for Narrative Section, Project Description</b>		<b>18</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b>				
<b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b>				
The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	<b>10</b>	<b>10</b>	
The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		<b>7</b>	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		<b>4</b>	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Use of Volunteers</b>		<b>10</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				

The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>	5	5	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		1	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Outcome Measures</b>		5		

Definition	Rating	Points Assigned	Points Possible	Findings
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**BUDGET SECTION (6-month Project Period) - 2 one-year renewal options**

**6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet & unlimited page numbers for narrative)**

- a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas
- b. Provide a narrative to show costs are justified, reasonable and allowable.
- c. Identify all computations used to arrive at requested line-item amounts in the narrative.
- d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.
- e. Include total funds requested for each priority area.
  - i. Direct Services to victims
  - ii. Specialized Services for communities impacted by inequity
  - iii. Supportive Services for victim services
  - iv. Direct Services to secondary victims
  - v. Supportive services for secondary victim services

Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>	10	10	shift priority area for training expenses
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		7	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		3	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Budget Section</b>		10		

Definition	Rating	Points Assigned	Points Possible	Findings
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**BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:**

- a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)
- b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)

<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>	23	25	question FTE allocation for Grant Manager and Office Manager; programming supplies justification was confusing and limited; ongoing supplies should be priority 3
The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.	<b>Satisfactory Points 6-15</b>		15	
The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-5</b>		5	
The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Budget Narrative Section</b>		23		
<b>Total Evaluation Out Of 100 Points</b>		88	100	

**IFB - VOCA FY25 EVALUATION**  
**AGENCY: Women of Grace - GIA Community Dev. Corp**

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		4	5	
Agency Description		10	10	
Service Population		5	10	
Project Description		10	25	
Volunteers		8	10	
Outcome Measures		2	5	
Budget Spreadsheet		7	10	
Budget Narrative		16	25	
<b>Total Points for Evaluation Criteria</b>		<b>62</b>	<b>100</b>	

Definition	Rating	Points Assigned	Points Possible	Findings
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**APPLICATION QUESTIONS**

**1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points**

- a. Check the services you provide for the requested VOCA-funded project only.
- b. Include the projected number of VOCA-funded services for the requested project period.
- c. Include the total number of victims and secondary victims for the requested project period.

The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>	4	5	no other services noted
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points</b>	1	1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b>	0	0	
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>4</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**NARRATIVE SECTION - single-spaced, 12-point font**

**1. Provide an agency description - 1 Page - 10 Points**

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	10	<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		<b>10</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	5	7	Mostly crime stats and not victim needs, limited in detail; DV only in description but requesting underserved.

The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		<b>4</b>	
The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Primary Service Population</b>		<b>5</b>		

<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
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**3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points**

**a. Describe how victims will access the services described in this application.**

**b. Identify any additional services the agency makes available to victims.**

**c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.**

**d. If applying for underserved category, how do you plan to reach underserved community members.**

The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	
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<p>The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p><b>10</b></p>	<p><b>15</b></p>	<p>No collaboration or duplication detail; limited in overall detail, no response to how clients access services; no underserved response; community awareness programs appear unallowable as explained (prevention).</p>
<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p><b>5</b></p>	
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	

<b>Total Points for Narrative Section, Project Description</b>		<b>10</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b>				
<b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b>				
The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	<b>8</b>	<b>10</b>	
The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		<b>7</b>	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		<b>4</b>	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Use of Volunteers</b>		<b>8</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				

The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>		<b>5</b>	
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>	<b>2</b>	<b>3</b>	limited in scope, no detail to demonstrate agency wide application; one metrics based on prevention programming.
The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>2</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**BUDGET SECTION (6-month Project Period) - 2 one-year renewal options**

**6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet & unlimited page numbers for narrative)**

- a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas
- b. Provide a narrative to show costs are justified, reasonable and allowable.
- c. Identify all computations used to arrive at requested line-item amounts in the narrative.
- d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.
- e. Include total funds requested for each priority area.
  - i. Direct Services to victims
  - ii. Specialized Services for communities impacted by inequity
  - iii. Supportive Services for victim services
  - iv. Direct Services to secondary victims
  - v. Supportive services for secondary victim services

Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>	<b>7</b>	<b>7</b>	did not provide separate form
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>		<b>3</b>	
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>7</b>		

Definition	Rating	Points Assigned	Points Possible	Findings
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**BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:**

- a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)
- b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)

<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>	<b>16</b>	<b>25</b>	Limited detail in computations; some activities are unallowable; FTE allocations appear too high based on justifications; elements are confusing; insufficient justifications
The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.	<b>Satisfactory Points 6-15</b>		<b>15</b>	
The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-5</b>		<b>5</b>	
The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Narrative Section</b>		<b>16</b>		
<b>Total Evaluation Out Of 100 Points</b>		<b>62</b>	<b>100</b>	

## IFB - VOCA FY25 EVALUATION

### AGENCY: Young Women's Christian Association of Metropolitan St. Louis

**Evaluation of Technical Proposal** - The Technical Proposal should present a proposed methodology, approach, and work plan that demonstrates the method or manner in which the agency proposes to satisfy the Scope of Work requirements. The following represents the evaluation committee's ratings and points assigned to each element of each of the contractor's proposed methodology, approach and work plan.

Element	Rating	Points Assigned	Points Possible	Findings
<b>EVALUATION CRITERIA</b>				
VOCA Service DATA Spreadsheet (Exhibit 7.2)		0	5	
Agency Description		10	10	
Service Population		7	10	
Project Description		21	25	
Volunteers		8	10	
Outcome Measures		4	5	
Budget Spreadsheet		3	10	
Budget Narrative		12	25	
<b>Total Points for Evaluation Criteria</b>		<b>65</b>	<b>100</b>	
Definition	Rating	Points Assigned	Points Possible	Findings
<b>APPLICATION QUESTIONS</b>				
<b>1. VOCA Service DATA Spreadsheet (Exhibit 7.2) - 5 Points</b>				
<b>a. Check the services you provide for the requested VOCA-funded project only.</b>				
<b>b. Include the projected number of VOCA-funded services for the requested project period.</b>				
<b>c. Include the total number of victims and secondary victims for the requested project period.</b>				
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.	<b>Distinctive Points 5-4</b>		5	
The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	
The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		1	
The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>	0	0	missing
<b>Total Points for Application Questions, VOCA Service DATA Spreadsheet (Exhibit 7.2)</b>		<b>0</b>		
Definition	Rating	Points Assigned	Points Possible	Findings
<b>NARRATIVE SECTION - single-spaced, 12-point font</b>				
<b>1. Provide an agency description - 1 Page - 10 Points</b>				

The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where the services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>	10	<b>10</b>	
The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>		7	
The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	
The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Agency Description</b>		<b>10</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>2. Describe your primary service population - 2 Pages - 10 Points</b>				
<b>a. Identify needs of primary population.</b>				
<b>b. Explain how you determine crime victimization status.</b>				
<b>c. If demand for services exceeds organizational capacity, explain the need and circumstances.</b>				
The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 8-10</b>		<b>10</b>	
The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 5-7</b>	7	7	limited victimization determination detailed
The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1-4</b>		4	

The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.	<b>Unsatisfactory</b> 0		0	
<b>Total Points for Narrative Section, Primary Service Population</b>		7		

Definition	Rating	Points Assigned	Points Possible	Findings
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**3. Provide a project description that includes types of services offered, project staff responsibilities, and identification of activities for your VOCA funding request - 5 Pages - 25 Points**

- a. Describe how victims will access the services described in this application.
- b. Identify any additional services the agency makes available to victims.
- c. Explain how you collaborate with other community organizations to ensure you are not duplicating services.
- d. If applying for underserved category, how do you plan to reach underserved community members.

The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.	<b>Distinctive Points</b> 16-25	21	25	limited detail on underserved question./ No staff responsibilities
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The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.	<b>Satisfactory Points</b> 6-15		15	
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<p>The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p>5</p>						
<p>The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p>0</p>						
<p><b>Total Points for Narrative Section, Project Description</b></p>		<p>21</p>							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Definition</b></td> <td style="width: 15%;"><b>Rating</b></td> <td style="width: 15%;"><b>Points Assigned</b></td> <td style="width: 15%;"><b>Points Possible</b></td> <td style="width: 30%;"><b>Findings</b></td> </tr> </table>	<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>				
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>					
<p><b>4. Description of use of volunteers that includes recruitment, training, and identification of volunteer activities - 1 Page - 10 Points</b></p>									
<p><b>a. Include an unduplicated count of annual number of volunteers and volunteer hours.</b></p>									
<p>The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.</p>	<p><b>Distinctive Points 8-10</b></p>	<p>8</p>	<p>10</p>	<p>No annual count or hours provided</p>					

The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.	<b>Satisfactory Points 5-7</b>		7	
The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response	<b>Limited Points 1-4</b>		4	
The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		0	
<b>Total Points for Narrative Section, Use of Volunteers</b>		<b>8</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>5. Description of outcome measures, evaluation activities, and/or quality assurance measures - 1 Page - 5 Points</b>				
<b>a. Description must include number of clients served and examples of positive outcomes which were achieved through those services.</b>				
The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.	<b>Distinctive Points 4-5</b>	4	5	no number of clients provided
The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.	<b>Satisfactory Points 3-2</b>		3	

The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.	<b>Limited Points 1</b>		<b>1</b>	
The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Narrative Section, Outcome Measures</b>		<b>4</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET SECTION (6-month Project Period) - 2 one-year renewal options</b>				
<b>6. Budget and Budget narrative (Refer to Attachment 7.3: Sample VOCA Budget spreadsheet &amp; unlimited page numbers for narrative)</b>				
<b>a. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new. Narrative must include a description of activities and relevant priority areas</b>				
<b>b. Provide a narrative to show costs are justified, reasonable and allowable.</b>				
<b>c. Identify all computations used to arrive at requested line-item amounts in the narrative.</b>				
<b>d. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</b>				
<b>e. Include total funds requested for each priority area.</b>				
<b>i. Direct Services to victims</b>				
<b>ii. Specialized Services for communities impacted by inequity</b>				
<b>iii. Supportive Services for victim services</b>				
<b>iv. Direct Services to secondary victims</b>				
<b>v. Supportive services for secondary victim services</b>				
Budget spreadsheet correctly completed with no computation errors.	<b>Distinctive Points 10</b>		<b>10</b>	
1-2 computation errors on budget spreadsheet.	<b>Satisfactory Points 7</b>		<b>7</b>	
3 or more computation errors on budget spreadsheet.	<b>Limited Points 3</b>	<b>3</b>	<b>3</b>	multiple errors
Incomplete or missing budget spreadsheet.	<b>Unsatisfactory 0</b>		<b>0</b>	
<b>Total Points for Budget Section</b>		<b>3</b>		
<b>Definition</b>	<b>Rating</b>	<b>Points Assigned</b>	<b>Points Possible</b>	<b>Findings</b>
<b>BUDGET NARRATIVE SECTION - See pgs. 71-72 for Guidance - Budget Narrative and Line-Item Budget should include the following:</b>				
<b>a. Identifies requested expenses by category (e.g., Personnel, Benefits, Travel/Training, etc.)</b>				
<b>b. Identify the priority area for each expenditure 2025 Priority Areas (1st page of application 1-5)</b>				
<b>c. Provide total amount of VOCA funds requested</b>				
<b>d. Provide total amount for each category requested (Child Abuse, Domestic Violence, Sexual Violence, Underserved)</b>				
<b>e. Provide total amount for each 2025 Priority Area (1st page of application 1-5)</b>				
<b>f. Ensure all computations are accurate &amp; category totals are correct</b>				
The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.	<b>Distinctive Points 16-25</b>		<b>25</b>	

<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p>	<p><b>Satisfactory Points 6-15</b></p>	<p><b>12</b></p>	<p><b>15</b></p>	<p>no justification for some positions requested; lack operational, benefits, travel computations; chart was confusing; did not provide source of cash match./ SART Coordinator not discussed, no breakdown for benefits, minimal match information. Asking 100% of operation supplies and not enough justification</p>
<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p>	<p><b>Limited Points 1-5</b></p>		<p><b>5</b></p>	
<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p>	<p><b>Unsatisfactory 0</b></p>		<p><b>0</b></p>	
<p><b>Total Points for Budget Narrative Section</b></p>		<p><b>12</b></p>		
<p><b>Total Evaluation Out Of 100 Points</b></p>		<p><b>65</b></p>	<p><b>100</b></p>	