

Council on Domestic Violence and Sexual Assault  
Request for Proposals FY 2019 – FY 2021  
**Community-based Victim Services Grant Program**

**Application Review Criteria and Score Sheet**  
Scoring will use a median score methodology

Applicant: \_\_\_\_\_

Community/Service Area: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Total Score Assigned to this Applicant: \_\_\_\_\_ (300 points possible)

a. Applicant Face Page (5 points)

- Form completed in full
- Verified SAM.gov registration
- Face Page signed (electronically or w/signature) by Authorized Official

Comments:

Score: \_\_\_\_\_

b. Summary of Other Agency Grant Funds (5 points)

- Form completed in full

Comments:

Score: \_\_\_\_\_

c. Applicant Questions (240 points)

**Question 1. Describe the causal conditions in your service area that contribute to domestic, sexual and other violent crimes (10 points)**

- Response is thoughtful, clear and detailed
- Causal conditions are directly attributed to the Applicants service area
- Response identifies causal conditions that are specifically linked/associated to domestic, sexual and violent crimes

Comments:

Score: \_\_\_\_\_

**Question 2. Describe the nature of the needs and gaps in services that exist in your service areas regarding domestic, sexual, and other violent crime. Use data, trends, surveys, assessments, stories and other forms of information to justify and document the needs and gaps you have identified. (20 points)**

- Response is thoughtful, clear and detailed
- Needs and gaps are both identified for the service area
- Data, trends, surveys, assessments, etc. clearly confirm and justify the needs and gaps that have been identified

Comments:

Score: \_\_\_\_\_

**Question 3.a. Using the information in questions 1 and 2, describe the types of core services, programming, initiatives and approach you plan to offer, using funds from CDVSA (25 points)**

- Response is thoughtful, clear and detailed

- The identified core services, programming and initiatives match and are justified by the information provided in Q.s 1 & 2
- The identified core services, programming and initiatives are coordinated and connected to create a logical, comprehensive approach for the service area

Comments:

Score: \_\_\_\_\_

**Question 3.b. Describe how you have planned and developed your strategic approach and what steps will be necessary for implementing a coordinated approach to service delivery? (25 points)**

- Response is thoughtful, clear and detailed
- The identified approach to offering services and programming is justified in terms of staff, agency and service area resources
- The approach is strategic and will meet the needs of the service area as identified in Q.s 1-3.a.

Comments:

Score: \_\_\_\_\_

**Question 4.a. How are victims of domestic and sexual violence in your community informed of your services? Describe your outreach activities, including how you raise awareness of your programming and available services. (20 points)**

- Response is thoughtful, clear and detailed
- Outreach activities are individually developed to match the demographics and uniqueness of the community

- Awareness activities include multiple strategies and approaches to reach a broad and growing number of community members

Comments:

Score: \_\_\_\_\_

**Question 4.b. If your service area includes multiple communities (i.e. hub community offering services to other rural/remove villages), how are victims of domestic and sexual violence in your broader service area informed of your services? Describe your outreach activities, including how you raise public awareness of your programming and available services. (20 points)**

- Response is thoughtful, clear and detailed
- Service area outreach recognizes and addresses the differences across communities in a broader service area
- Community members in outlying communities know and understand both the breadth and limitations of services based on their geography and access

Comments:

Score: \_\_\_\_\_

**Question 5.a. Which populations do you define as underserved in your service area? (10 points)**

- Response is thoughtful, clear and detailed
- Response includes demographic data to justify how they define underserved in the service area
- The response is well thought out and uses information from Q.s 1 & 2 to justify the identified population, with no missing populations that are reflected in other responses

Comments:

Score: \_\_\_\_\_

**Question 5.b. How do you plan to conduct outreach to these specific populations, ensuring your outreach and services are culturally and geographically responsive? (15 points)**

- Response is thoughtful, clear and detailed
- Response addresses outreach and services that are culturally and geographic responsive to the identified populations
- Issues such as language access, new outreach locations, and educating staff about identified populations and unique considerations are discussed

Comments:

Score: \_\_\_\_\_

**Question 6. Describe how you coordinate and network with other agencies and programs in your service area to guarantee services are provided to victims (i.e. mental health agencies, substance abuse treatment providers, local courts, law enforcement agencies, criminal justice officials, crime victim's compensation, other victim services providers, etc.). (20 points)**

- Response is thoughtful, clear and detailed
- Community agency partnerships are broad, collaborative and comprehensive to provide the services needed for victims and their families to create a safe and healthy environment for the future
- Current and active MOAs/MOUs with identified agencies are included as attachments

Comments:

Score: \_\_\_\_\_

**Question 7. How does your program evaluate its success in providing meaningful services to victims of domestic and sexually violent crimes in your services are? (25 points)**

- Response is thoughtful, clear and detailed
- Response includes a description of evaluation tools, methods and analysis of outcome data collected
- Response includes a description of how outcome data is used to make data-driven decisions regarding programming, activities, improvements and changes to services, programs and outreach
- If the response indicates there was an outside analysis/evaluation of the agency's activities and services in the last 5 years, an electronic link to the document or a copy of the document was included in the application

Comments:

Score: \_\_\_\_\_

**Question 8. It is a federal requirement that grantees help victims they are serving apply for crime victim's compensation benefits (through the Alaska Violent Crimes Compensation Board). Describe how your process works (or will work) to assist victims access these services. (10 points)**

- Response is thoughtful, clear and detailed
- Process includes a clear policy to guarantee all victims being served receive information and assistance completing forms (if requested) for VCCB compensation
- Response indicates the agency has a formal relationship and referral process with Alaska's VCCB

Comments:

Score: \_\_\_\_\_

**Question 9. Utilizing volunteers in your program is a federal requirement unless the state determines there is a compelling reason to waive this requirement. Describe how volunteers will be recruited and utilized in your agency and its programming. (10 points)**

- Response is thoughtful, clear and detailed
- Volunteer recruitment is active, including outreach to community populations identified as previously unused, underserved and/or under-represented
- Volunteers are utilized in creative ways to maximize and leverage agency resources

Comments:

Score: \_\_\_\_\_

**Question 10. Having a well-compensated, trained and supported workforce is critical to quality services for those individuals reaching out for crisis, emergency and crime-related services. Describe how your agency is working to improve pay, benefits, training and self-care for your staff. How will these actions improve both recruitment and retention of your agency's workforce? (20 points)**

- Response is thoughtful, clear and detailed
- Agency has a clear path forward to continuously enhance, improve and provide opportunities to staff for skill-building, quality pay and benefits
- Response indicates the agency has a sustainable plan that is/will benefit recruitment and retention of the agency's workforce

Comments:

Score: \_\_\_\_\_

**Question 11. Describe your organization’s fiscal and administrative practices that ensure responsibility, build capacity and work towards a sustainable fiscal future; include a description of your agency’s structure, lines of authority and decision making process. (15 points)**

- Response is thoughtful, clear and detailed
- Response provides detail regarding established fiscal and administrative practices that ensure the responsible use of public funds
- Response includes a discussion of lines of authority and decision making that include agency leadership, staff, board of directors, those receiving services and community partners

Comments:

Score: \_\_\_\_\_

d. Budget Overview (10 points)

- Spreadsheet is completed in full
- Cash and in-kind match are identified equaling 25% of requested CDVSA funds
- Budget Overview appears justified, costs allowable, and reasonable

Comments:

Score: \_\_\_\_\_

e. Budget Narrative (25 points)

- Budget Narrative is complete, thorough and budget categories are justified
- Required 25% match is identified, appropriate and directly related (allowable) to the funded services for which they are matching



- Cash match is documented clearly showing the source, the amount, and the calculation; in-kind match is documented showing the source and calculation of a dollar equivalent
- Narrative identifies how the agency will apply indirect costs (federally negotiated indirect rate, 10% di minimis rate, or included in direct costs)
- Required Grantee Meeting travel costs (if agency is outside of Anchorage) are included in the budget

Comments:

Score: \_\_\_\_\_

f. All Attachments Included (10 points)

- All required attachments are included in one PDF file (two are only required for new applicants) as listed on page 22 of the RFP—Application Checklist
- Job descriptions are included for all position-types funded by this funding request
- Resumes and job descriptions are included for the Executive Director, Program/Project Coordinator and Finance/Budget Director (or equivalent)
- Memoranda of Agreement/Understanding are included for key community-based agency partners (should reflect agencies indicated in response to Q.6) and they are current and specific to activities outlined in this application

Comments:

Score: \_\_\_\_\_