

**APPENDIX D: Oakland Unite Proposal Scoring Rubric (Draft)
Funding Cycle Jan 2016-June 2018**

Total Score (out of 100)	Name of Lead Agency:
	Program Name:
	Name of Reviewer:
	Date Reviewed:

Note to reviewers: Please fill in your scores, comments, and other information in the shaded areas only. The maximum points allowed for each heading is in parentheses. Prior to scoring the proposals allocated to you, please make sure you have taken the time to read the entire RFP Package, including Program Strategies in Appendix A. In particular, ensure you are knowledgeable about the required performance measures and desired outcomes, the service activities, and program design elements for each program strategy.

Information located	Proposal Form Sections	Score
	Agency History and Capacity (maximum points allowed = 12)	
1a, 1b, 1c	The agency has demonstrated past success in providing services to the target population. Organization has overseen similar projects or worked with similar populations (including the size and scope of the programs). Organization has experience working with proposed service-delivery partners (if applicable).	
1e, 1f, 1g, Budget and Audit (attachment)	The organization has a good mix of funding from different types of funding sources. If awarded funding from Oakland Unite, the number of budgeted staff for entire agency and the size of the operating budget of this organization will NOT dramatically increase causing issues with capacity. The organization has sound accounting and fiscal reporting procedures. Applicant has no significant audit findings, or addresses how any findings have been corrected. The agency has experience managing performance-based contracts.	
1h, 1i, Board Roster (attachment)	The organization has an appropriate Board of Directors or other Advisory Group that provides oversight and reflects the community served.	
Information Sheet from HSD	Current Oakland Unite grantees have consistently met deliverables and met the terms of the corrective actions from site visits. Expenditures/invoices and progress reports were contained appropriate information and were submitted on time. Evaluation reports yielded positive outcomes for participants.	

Comments:

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Information located	Proposal Form Sections	Score
	Key Staffing (maximum points allowed = 12)	
2a, 2b	Qualifications of staff (including sub-grantee staff if applicable) are appropriate for the services proposed. Staff (including sub-grantee staff if applicable) possess cultural competence with target population, as well as language capacity as appropriate.	
2c	Agency has a plan for adequate supervision of program staff.	
2d	Agency has a plan for and/or history of strong staff retention and development, including adequate pay and support of staff's well-being.	
2a, 2b, 2c	Staff and Management have experience implementing similar projects. For collaborative proposals, management have experience with collaborations.	
Comments:		
	Program Design (maximum points allowed = 20)	
3a, 3c	Target population, identification, and recruitment strategy (if applicable) is clearly identified. Current and emerging needs are stated and understood by the agency.	
3b, 3d	Target area is defined. Offices and/or Oakland Unite services are accessible to participants living in target areas (if applicable).	
3f	The proposed services fit the Oakland Unite funding category requirements. The proposal successfully addresses the specific requirements for their program sub-strategy. The proposed program fits with the model outlined, and diverges only in ways that improve the quality of services offered. The number of participants served is appropriate for the program strategy(ies) and for the organization's capacity.	
3g	The program is clearly aligned with any applicable evidence-based or best practices.	
3a-3h	This program is aligned with public partners and other programs as part of a continuum of services for youth and young adults at highest risk for involvement in violence. If the agency has applied for more than one sub-strategy, it is clear how the separate proposals support, inform, and/or enhance service delivery.	
Comments:		

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Information located	Proposal Form Sections	Score
	Service Activities (maximum points allowed = 15)	
4a, 4e Scope of Work	Service activities are specific, reasonable, and clearly linked to desired Outcomes. Program activities will be provided frequently enough and for a long enough duration to meet the desired outcomes. Applicant demonstrates ability to recognize and adapt services to address any challenges that arise.	
4b, 4c	Proposed services are appropriate and attractive to participants. The recruitment, engagement, and assessment strategies are effective and appropriate.	
4d	Applicant has a plan to involve parents or caregivers, and other family or community member in a way that supports client success.	
Comments:		
	Outcomes/Theory of Change and Data Collection (maximum points allowed = 12)	
5a	Chosen Outcomes are appropriate to the sub-strategy and relate to violence-reduction. Service activities and outcomes are clearly linked to Outcomes. Overarching rationale or theory of change is clear and leads to outcomes.	
5b, 5c	Organization has capacity to use electronic tracking system. Organization has a history of evaluation and program monitoring to inform and improve services.	
Comments:		
	Partnerships (maximum points allowed = 14)	
6a, Letters of Support, MOUs	Organization has strong formal and/or informal partnerships with institutional organizations that will enhance services.	
6b, 6c	Partners have a history of working together. Partners will be able to resolve issues relating to protocols and data sharing, etc., if applicable. Partners and subgrantees have experience working with population and in providing services proposed.	
Comments:		
	Budget, Leveraging Fiscal Responsibility (maximum points allowed = 15)	
7a, 7b	The proposal clearly outlines a 20% funding match. Other funding sources will be leveraged with Oakland Unite funds.	
Budget Form & Narrative	Line-item costs are identified and explained. The overall program budget is sound and reasonable. Costs are appropriate for the program.	
Budget Form, Org Budget	Requested funds are not more than 50% of organization's overall budget	
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	Contract Compliance Preference Points (points will be allocated by City of Oakland Contract Compliance)	
N/A	Local, Small and Very Small Local Business Enterprise Points	
N/A	Oakland Workforce Points	
N/A	Presence in Oakland	