

City of Harrisonburg
ARPA Mental Health Fund Application Evaluation Form

Applicant Name: _____

Application Number: _____

Evaluator Name: _____

TOTAL SCORE _____ /65

Evaluator: Please complete the following scoring tables corresponding to different components of the applications. Ensure that you are aware of the direction of the scoring and the descriptions associated with each score.

Supporting Documents

Required Documents	Yes-1	No-0	Exempt	Score
1. IRS 501(c)(3) Determination Letter				
2. Budget				
3. Listing of Staff Positions				
4. Most recent IRS Tax Form 990, 990-EZ, or 990-N				
5. An audit by an independent CPA, a financial review, <u>or</u> a compilation				
6. State Corporation Commission Certificate of Good Standing				
7. A listing of the agency's current board of directors				
Optional Documents				
8. Project Timeline				
9. Evidence of Partnership				

Project Questions

Statement of Need					
1. The applicant clearly describes the identified problem or community need. The applicant includes data to support the identified need.					
High - 5	4	Medium - 3	2	Low - 1	Score
Clear identification and description of the problem. Relevant, clear data is provided and supports the statement of need.		Somewhat clear identification and description of the problem. Some data is provided but is incomplete or insufficient.		Vague, incomplete, or confusing identification and description of the problem. No data is provided or is irrelevant to the identified problem.	

Target Population					
2. The applicant clearly identifies the target population, provides an estimate of the number of clients to be served, and describes how the project will ensure a significant number of individuals served are Harrisonburg residents.					
High - 5	4	Medium - 3	2	Low - 1	Score
Clear identification and description of the target population, including a robust demographic profile. Specific estimate of individuals served is provided. Clearly describes how it will ensure a high percentage of those served are Harrisonburg residents.		Somewhat clear identification of the target population, including a partial demographic profile. General estimate of individuals served is provided. Vague or lack of detail in the description of how it will ensure a high percentage of those served are Harrisonburg residents.		Vague, incomplete, or confusing summary of the target population, with little to no demographic profile provided. No estimate of individuals served is provided. Does not describe how it will ensure a high number of clients served will be Harrisonburg residents.	

Project Description					
3. The applicant describes the project's plan to address the identified need(s) and reach the target population and provides evidence-based solutions with data and/or published literature in support.					
High - 5	4	Medium - 3	2	Low - 1	Score
<ul style="list-style-type: none"> • The applicant clearly describes the project's plan to address the identified need(s) and reach the target population. • The applicant supports the project's plan with multiple sources of data and/or published literature. 		<ul style="list-style-type: none"> • The applicant partially describes the project's plan to address the identified need(s) and reach the target population. • The applicant supports the project's plan with a source of data and/or published literature. 		<ul style="list-style-type: none"> • The applicant does not describe the project's plan to address the identified need(s) and reach the target population. • The applicant does not support the project's plan with data and/or published literature. 	

Priorities					
4. The applicant describes how the project will align with at least one of the Mental Health Fund priorities outlined in Section 1.3 of the notice of funding opportunity.					
High - 5	4	Medium - 3	2	Low - 1	Score
The applicant clearly describes how the project will address more than one priority.		The applicant describes how the project will address one priority.		The applicant does not describe how the project will address at least one priority.	

Goals, Objectives, and Outcomes					
5. The applicant describes the goals and measurable objectives of the proposed project, and they are aligned with the Statement of Need.					
High - 5	4	Medium - 3	2	Low - 1	Score
<ul style="list-style-type: none"> Goals, objectives, and outcomes are clearly described and can be realistically achieved. Goals, objectives, and outcomes are very clearly aligned with the Statement of Need Goals, objectives, and outcomes are easily measured. 		<ul style="list-style-type: none"> Goals, objectives, and outcomes are partially described and can likely be achieved. Goals, objectives, and outcomes are mostly aligned with the Statement of Need. Goals, objectives, and outcomes can mostly be measured. 		<ul style="list-style-type: none"> Goals, objectives, and outcomes are not clearly described and do not appear realistically achievable. Goals, objectives, and outcomes are not aligned with the Statement of Need. Goals, objectives, and outcomes are not measurable. 	

Timeline					
6. The applicant provides a reasonable timeline for the project, demonstrating that the project can be implemented within the timeframe required by the ARPA-SLFRF Final Rule and by the Mental Health Fund's requirements.					
High - 5	4	Medium - 3	2	Low - 1	Score
The applicant provides a complete, clear, and reasonable timeline that indicates the project will be started and completed by the required dates.		The applicant provides a timeline with some details that indicates the project is likely to be started and complete by the required dates, but the timeline could be more complete and clear.		The applicant provides an unclear timeline that does not appear to be complete or a timeline that indicates the project is unlikely to be started and completed by the required dates.	

Organizational Experience					
7. The applicant describes its experience with similar projects and providing services to the target population.					
High - 5	4	Medium - 3	2	Low - 1	Score
Demonstrates a minimum of five years of experience with similar projects and providing services to the target population.		Demonstrates three years of experience with similar projects and providing services to the target population.		Demonstrates less than one year of experience with similar projects and providing services to the target population.	

Data Collection and Reporting					
8. The applicant provides specific information about data collection and utilization, linking these processes to reporting programmatic information to the City.					
High - 5	4	Medium - 3	2	Low - 1	Score
Clear, strong data collection and utilization plans are in place, which shows the applicant will easily be able to report all required information to the City in a timely manner.		Some data collection and utilization plans are in place, which shows the applicant may be able to report all required information to the City in a timely manner.		Minimal data collection and utilization plans are in place, which shows the applicant may struggle to report all required material to the City in a timely manner.	

Health Equity					
9. The applicant describes how the project will advance health equity in the city.					
High - 5	4	Medium - 3	2	Low - 1	Score
The applicant clearly describes how the proposed project will advance health equity, and significant health equity advancements are anticipated.		The applicant provides information about how the proposed project will advance health equity and moderate health equity advancements are anticipated.		The applicant does not describe how the proposed project will advance health equity, or the project is not expected to advance health equity.	

Budget and Budget Narrative					
10. The budget is complete, reasonable, and all expenses are eligible, as explained by the Budget Narrative. A summary of other resources and support is provided.					
High - 5	4	Medium - 3	2	Low - 1	Score
<ul style="list-style-type: none"> The budget is complete All expenditures are reasonable and related to the project All expenses are eligible A complete summary of other resources is provided 		<ul style="list-style-type: none"> The budget is complete Expenditures are mostly reasonable and related to the project Most expenses are eligible A partial summary of other resources is provided 		<ul style="list-style-type: none"> The budget is incomplete Expenditures are not reasonable or are unrelated to the project Many expenses are ineligible An incomplete summary of other resources is provided 	

Bonus Questions

Sustainability					
1. Plans are established to sustain the project once ARPA funds have been expended.					
High - 5	4	Medium - 3	2	Low - 1	Score
Plans to sustain the proposed project once ARPA support ends have been made and are clearly described. The project appears to be highly sustainable.		Plans to sustain the proposed project once ARPA support ends have been made and are described. The project appears to be moderately sustainable.		No plans are in place to sustain the proposed project once ARPA support ends.	

Partnerships

1. The applicant is committed to partnering with other community organizations to achieve maximum results.

High - 5	4	Medium - 3	2	Low - 1	Score
Applicant identifies more than one collaborating organization with a high level of support, as evidenced by a Letter of Collaboration or a Memorandum of Understanding.		Applicant identifies one collaborating organization with a high level of support, as evidenced by a Letter of Collaboration or a Memorandum of Understanding, or multiple collaborating organizations with a low level of support to the project.		No collaborating organizations, as evidenced by Letters of Collaboration or Memorandums of Understanding, have been identified.	

Risk Assessment

Organizational Financial Health

High - 5	4	Medium - 3	2	Low - 1	Score
<p>The organization is financially secure:</p> <ul style="list-style-type: none"> • Audit report does not reveal any on-going and/or going concerns, risks and/or material weaknesses of entity. • 990 or 990 EZ shows liquid unrestricted net assets can cover more than 3 months of operations. • 990 or 990 EZ shows cash on hand will cover more than 3 months of operations. 		<p>Finances are stable:</p> <ul style="list-style-type: none"> • Audit report does not reveal any on- going and/or going concerns, risks and/or material weaknesses of entity. • 990 shows liquid unrestricted net assets can cover 1-3 months of operating. • 990 shows cash on hand will cover 1-3 months of operations. 		<p>Finances are unstable:</p> <ul style="list-style-type: none"> • Audit report reveals on-going and/or concerns, risks and/or material weaknesses of entity. • 990 shows liquid unrestricted net assets are insufficient to cover operations for more than 1 month. • 990 shows cash on hand will cover less than 1 month of operations. <p>OR</p> <p>Financial health undeterminable because no audited financial statements were provided or did not provide a 990 or 990EZ.</p>	

Organizational Experience with Federal Awards					
High - 5	4	Medium - 3	2	Low - 1	Score
The organization has received Federal financial awards with a track record of positive outcomes and management.		The organization has received Federal financial awards with a track record of challenges with outcomes and/or management.		The organization has no history with federal financial awards or a history of poor execution with federal financial awards.	

Organizational Track Record with the City					
High - 5	4	Medium - 3	2	Low - 1	Score
The organization has received grants from the City with a track record of positive outcomes and management.		The organization has received grants from the City with a track record of challenges with outcomes and/or management.		The organization has no grant history with the City, or a poorly executed grant history with the City.	

Sub-Recipient Risk Assessment					
Low - 5	4	Medium - 3	2	High - 1	Score
Demonstrates the use of strong organizational controls and staff knowledgeable in federal financial award management.		Demonstrates some internal controls and/or staff with limited knowledge of federal financial award management.		Demonstrates weak internal controls or no staff knowledge of federal financial award management.	

Written comments:

Please include any other comments you have about this application here: