

**FCDJFS RFP Proposal Internal Technical Evaluation & Notes Form  
Youth Afterschool Programs September 2013 – May 2014**

Type of Afterschool Proposal: Elementary  Middle School  High School

Proposal Reviewed: \_\_\_\_\_

Reviewed By (please print): \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_

Review Committee Date: \_\_\_\_\_

| Internal Technical Score: | Internal Audit Score: | Total Internal Score: |
|---------------------------|-----------------------|-----------------------|
|                           |                       |                       |

**Formatting**

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|--|---------------------------------|---|
| <p><b>Binder Clips, Paper Size &amp; Font Size</b></p> <ul style="list-style-type: none"> <li>All components of the proposal and required documentation packets must be held together by <u>binder clips</u> at the upper left corner</li> <li>All pages must be on standard 8½" x 11" letter size paper</li> <li>Font size, minimum 11 point font               <ul style="list-style-type: none"> <li>3 points, Yes</li> <li>0 points, No</li> </ul> </li> </ul> | <p><i>Reviewer's Notes:</i></p> | <p align="center"><b>0 – 3 points</b></p> |
| <p><b>Page Numbers &amp; Page Limit</b></p> <ul style="list-style-type: none"> <li>Page numbers must be included on <u>every</u> page of the proposal/required document packets</li> <li>The program proposal cannot exceed 15 pages (does not include required documents)               <ul style="list-style-type: none"> <li>3 points, Yes</li> <li>0 points, No</li> </ul> </li> </ul>   | <p><i>Reviewer's Notes:</i></p> | <p align="center"><b>0 – 3 points</b></p> |
| <p><b>Blue Ink &amp; One Sided Copies</b></p> <ul style="list-style-type: none"> <li>All documents requiring signature must be signed in <u>BLUE</u> ink</li> <li>Proposals and required documents must be submitted as one sided copies               <ul style="list-style-type: none"> <li>3 points, Yes</li> <li>0 points, No</li> </ul> </li> </ul>   | <p><i>Reviewer's Notes:</i></p> | <p align="center"><b>0 – 3 points</b></p> |
| <p><b>Original/Copies of Proposal &amp; Required Documents</b></p> <ul style="list-style-type: none"> <li>1 original proposal packet (marked original)</li> <li>1 original required documents packet (marked original)</li> <li>7 copies of the proposal packet</li> <li>3 copies of the required documents packet               <ul style="list-style-type: none"> <li>3 points, Yes</li> <li>0 points, No</li> </ul> </li> </ul>                                 | <p><i>Reviewer's Notes:</i></p> | <p align="center"><b>0 – 3 points</b></p> |

**Formatting- continued**

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|---|---------------------------------|----------------------------|
| <p><b>Program Overview &amp; Required Document Checklists with Page Numbers</b></p> <ul style="list-style-type: none"> <li>• Each submitted proposal packet must have a program overview checklist with accurate page numbers             <ul style="list-style-type: none"> <li>○ Page numbers should reflect where the correlating information can be found in the proposal packet</li> </ul> </li> <li>• Each submitted required documents packet must have a program overview checklist with accurate page numbers             <ul style="list-style-type: none"> <li>○ Page numbers should reflect where the correlating information can be found in the required documents packet</li> </ul> </li> <li>• Submitted packets have the appropriate checklist attached with accurate page numbers             <ul style="list-style-type: none"> <li>○ 3 points, Yes</li> <li>○ 0 points, No</li> </ul> </li> </ul> | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 3 points</b></p> |
| <p><b>Total Points- Formatting</b><br/>(15 possible points)</p>   |                                 |                            |

**Additional Reviewer's Notes:**

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## General Requirements

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| <p><b>Age Group</b></p> <ul style="list-style-type: none"> <li>• Eligible youth must be ages 5 – 18             <ul style="list-style-type: none"> <li>○ 5 year olds must be attending kindergarten</li> <li>○ 18 year olds must be in secondary education</li> </ul> </li> <li>• Program serves <u>one</u> of the identified age groups             <ul style="list-style-type: none"> <li>○ Elementary, kindergarten – 5<sup>th</sup> grade</li> <li>○ Middle school, grades 6<sup>th</sup> – 8<sup>th</sup></li> <li>○ High school, grades 9<sup>th</sup> – 12<sup>th</sup></li> </ul> </li> <li>• Proposal clearly states they will serve <u>one</u> (only one) of the identified age groups (note, bidder was responsible for providing separate proposals for each age group they plan to serve, one single proposal should not identify serving multiple age groups)             <ul style="list-style-type: none"> <li>○ Requirements met, adequate response; little or no clarification needed                 <ul style="list-style-type: none"> <li>▪ 5 points</li> </ul> </li> <li>○ Most information submitted, requires clarification or corrections                 <ul style="list-style-type: none"> <li>▪ 3 points</li> </ul> </li> <li>○ None or most information not submitted or does not meet requirements                 <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul> | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 5 points</b></p> |
| <p><b>Program Outcomes</b></p> <ul style="list-style-type: none"> <li>• FCDJFS has identified four vital program areas:             <ul style="list-style-type: none"> <li>○ Academic enrichment and achievement</li> <li>○ Health and wellness</li> <li>○ Social and emotional development</li> <li>○ Parent/guardian engagement</li> </ul> </li> <li>• Bidder may propose other program outcomes</li> <li>• Bidder must provide programming supporting at a minimum two program outcomes</li> <li>• One program outcome must be academic enrichment and achievement</li> <li>• Proposal identifies the program will focus on an academic enrichment and achievement outcome along with at a minimum one other program outcome             <ul style="list-style-type: none"> <li>○ Requirements met, adequate response; little or no clarification needed                 <ul style="list-style-type: none"> <li>▪ 5 points</li> </ul> </li> <li>○ Most information submitted, requires clarification or corrections                 <ul style="list-style-type: none"> <li>▪ 3 points</li> </ul> </li> <li>○ None or most information not</li> </ul> </li> </ul>   | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 5 points</b></p> |

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| submitted or does not meet requirements <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> |  |  |
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# of General Requirement Points Page 3 \_\_\_\_\_

**General Requirements- continued**

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|---|--------------------------|---------------------|
| <b>Nutrition</b> <ul style="list-style-type: none"> <li>• Must offer a nutritional snack or dinner during program hours; use of afterschool feeding program desired             <ul style="list-style-type: none"> <li>○ Requirements met, adequate response; little or no clarification needed                 <ul style="list-style-type: none"> <li>▪ 3 points</li> </ul> </li> <li>○ Most information submitted, requires clarification or corrections                 <ul style="list-style-type: none"> <li>▪ 1 points</li> </ul> </li> <li>○ None or most information not submitted or does not meet requirements                 <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul> | <i>Reviewer's Notes:</i> | <b>0 – 3 points</b> |
| <b>Operational Requirements- Number of Weeks</b>  | <i>Reviewer's Notes:</i> | <b>0 – 5 points</b> |

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| <ul style="list-style-type: none"> <li>• In operation for a minimum of 30 weeks coinciding with the school year (September 2013 through May 2014)</li> <li>• Special considerations given to programs serving youth attending year around schools, proposal should clearly identify how many year around school attendees the program estimates to serve</li> <li>• Schedule meets the required period of 30 weeks of afterschool programming <ul style="list-style-type: none"> <li>○ Requirements met, adequate response; little or no clarification needed <ul style="list-style-type: none"> <li>▪ 5 points</li> </ul> </li> <li>○ Most information submitted, requires clarification or corrections <ul style="list-style-type: none"> <li>▪ 3 points</li> </ul> </li> <li>○ None or most information not submitted or does not meet requirements <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul> |                                 |                            |
| <p><b>Operational Requirements- Percentage of Time</b></p> <ul style="list-style-type: none"> <li>• Programs may operate throughout the week</li> <li>• A minimum of 75% of the total weekly program hours must occur Monday through Friday</li> <li>• A maximum of 25% of the total weekly program hours may occur over the weekend period <ul style="list-style-type: none"> <li>○ Requirements met, adequate response; little or no clarification needed <ul style="list-style-type: none"> <li>▪ 5 points</li> </ul> </li> <li>○ Most information submitted, requires clarification or corrections <ul style="list-style-type: none"> <li>▪ 3 points</li> </ul> </li> <li>○ None or most information not submitted or does not meet requirements <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul>   | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 5 points</b></p> |

# of General Requirement Points Page 4 \_\_\_\_\_

**General Requirements- continued**

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| <p><b>Operational Requirements- Weekly hourly</b></p> | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 5 points</b></p> |
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| <p><b>requirements per age group</b></p> <ul style="list-style-type: none"> <li>• Programs must operate a minimum number of hours per week based on the targeted age level of program participants <ul style="list-style-type: none"> <li>○ Elementary <ul style="list-style-type: none"> <li>▪ Minimum of 10 hours per week</li> </ul> </li> <li>○ Middle school <ul style="list-style-type: none"> <li>▪ Minimum of 7 hours per week</li> </ul> </li> <li>○ High school <ul style="list-style-type: none"> <li>▪ Minimum of 4 hours per week</li> </ul> </li> </ul> </li> <li>• The program schedule meets the minimum weekly program hours based on the targeted age level of program participants <ul style="list-style-type: none"> <li>○ Requirements met, adequate response; little or no clarification needed <ul style="list-style-type: none"> <li>▪ 5 points</li> </ul> </li> <li>○ Most information submitted, requires clarification or corrections <ul style="list-style-type: none"> <li>▪ 3 points</li> </ul> </li> <li>○ None or most information not submitted or does not meet requirements <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul>   |                                 |                            |
| <p><b>Culturally and linguistically appropriate services</b></p> <ul style="list-style-type: none"> <li>• Bidders must provide meaningful access to services for all eligible participants</li> <li>• Proposal demonstrates the organizations ability to ensure the LEP participant: <ul style="list-style-type: none"> <li>○ Is given adequate information</li> <li>○ Is able to understand the services and benefits</li> <li>○ Is able to receive services for which he or she is eligible</li> <li>○ Can effectively communicate the relevant circumstances of his or her situation to the service provider</li> <li>○ Receives language assistance at no cost</li> </ul> </li> <li>• Proposal demonstrates the organizations ability to provide culturally and linguistically appropriate services <ul style="list-style-type: none"> <li>○ Requirements met, adequate response; little or no clarification needed <ul style="list-style-type: none"> <li>▪ 5 points</li> </ul> </li> <li>○ Most information submitted, requires clarification or corrections <ul style="list-style-type: none"> <li>▪ 3 points</li> </ul> </li> <li>○ None or most information not submitted or does not meet requirements <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul> | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 5 points</b></p> |

# of General Requirement Points Page 5 \_\_\_\_\_









**Program Proposal: Attachments- continued**

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| <p><b>Evaluation Tool</b></p> <ul style="list-style-type: none"> <li>• Each proposal must include a copy of the evaluation tool(s) they will use</li> <li>• Evaluation tool should capture the following information:             <ul style="list-style-type: none"> <li>○ Track outcomes</li> <li>○ Measure outcomes</li> <li>○ Monitor outcomes</li> <li>○ Evaluate the success of program participants</li> </ul> </li> <li>• Program evaluation tool demonstrates the ability to capture all needed information             <ul style="list-style-type: none"> <li>○ All of required information was provided                 <ul style="list-style-type: none"> <li>▪ 2 points</li> </ul> </li> <li>○ Most of the needed information was provided, minor information or explanation needed                 <ul style="list-style-type: none"> <li>▪ 1 point</li> </ul> </li> <li>○ Did not provide any or most of the information                 <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul> | <p><i>Reviewer's Notes:</i></p> | <p style="text-align: center;"><b>0 – 2 points</b></p> |
| <p><b>Table of Organization: Agency and Project</b></p> <ul style="list-style-type: none"> <li>• A table of organization is required for both the agency and the project, each table of organization is worth 1 point             <ul style="list-style-type: none"> <li>○ Both tables of organization submitted with all needed information                 <ul style="list-style-type: none"> <li>▪ 2 points</li> </ul> </li> <li>○ Table of organizations provide the majority of the needed information or one table provided with all of the needed information                 <ul style="list-style-type: none"> <li>▪ 1 point</li> </ul> </li> <li>○ Tables not included                 <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul>   | <p><i>Reviewer's Notes:</i></p> | <p style="text-align: center;"><b>0 – 2 points</b></p> |

**Additional Reviewer's Notes:**

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**Program Proposal: Attachments- continued**

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| <p><b>Child Abuse and Neglect Policy</b></p> <ul style="list-style-type: none"> <li>• Written policy outlining the procedures for situations of abuse and/or neglect of a child</li> <li>• Policies should include detail information in particular:             <ul style="list-style-type: none"> <li>○ Agency philosophy and staff guidelines for abuse and/or neglect</li> <li>○ Who is responsible for reporting</li> <li>○ When and what authorities are contacted</li> <li>○ What is the process if a staff member is suspected of abuse and/or neglect of a child</li> </ul> </li> <li>• Child abuse and neglect policy provided             <ul style="list-style-type: none"> <li>○ All of required information was provided                 <ul style="list-style-type: none"> <li>▪ 2 points</li> </ul> </li> <li>○ Most of the needed information was provided, minor information or explanation needed                 <ul style="list-style-type: none"> <li>▪ 1 point</li> </ul> </li> <li>○ Did not provide any or most of the information                 <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul> | <p><i>Reviewer's Notes:</i></p> | <p style="text-align: center;"><b>0 – 2 points</b></p> |
| <p><b>Incident Reporting Procedures</b></p> <ul style="list-style-type: none"> <li>• Written policy outlining the procedures for dealing with an incident involving a youth</li> <li>• Procedures should include detailed information in particular:             <ul style="list-style-type: none"> <li>○ Definition of what is considered an incident</li> <li>○ Who is responsible for reporting incidents and to whom</li> <li>○ How are incidents handled</li> <li>○ When or for what type of incidents are parents/guardian notified</li> <li>○ Procedures of informing parents and/or guardians of a major incident</li> </ul> </li> <li>• Incident reporting procedures provided             <ul style="list-style-type: none"> <li>○ All of required information was provided                 <ul style="list-style-type: none"> <li>▪ 2 points</li> </ul> </li> <li>○ Most of the needed information was provided, minor information or explanation needed                 <ul style="list-style-type: none"> <li>▪ 1 point</li> </ul> </li> <li>○ Did not provide any or most of the information</li> </ul> </li> </ul>                                | <p><i>Reviewer's Notes:</i></p> | <p style="text-align: center;"><b>0 – 2 points</b></p> |

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| <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> |  |  |
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# of Program Proposal Attachment Points Page 11 \_\_\_\_\_

**Program Proposal: Attachments- continued**

|   |                                 |                            |
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| <p><b>Discipline Policy</b></p> <ul style="list-style-type: none"> <li>• Written policy outlining the agency’s philosophy on discipline and manner of using discipline</li> <li>• Policy should include detail information in particular: <ul style="list-style-type: none"> <li>○ Appropriate youth guidance and management techniques are utilized</li> <li>○ Discipline is constructive and educational</li> <li>○ Policy states or implies no physical restraints are used</li> <li>○ Techniques do not humiliate, shame or frighten youth</li> <li>○ Separation when used is brief and appropriate to youth’s age and circumstances</li> </ul> </li> <li>• Discipline policy provided needed information <ul style="list-style-type: none"> <li>○ All of required information was provided <ul style="list-style-type: none"> <li>▪ 2 points</li> </ul> </li> <li>○ Most of the needed information was provided, minor information or explanation needed <ul style="list-style-type: none"> <li>▪ 1 point</li> </ul> </li> <li>○ Did not provide any or most of the information <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul> | <p><i>Reviewer’s Notes:</i></p> | <p><b>0 – 2 points</b></p> |
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| <p><b>Employee Criminal Background Check Policy</b></p> <ul style="list-style-type: none"> <li>• FCDJFS requires background checks for any person responsible for a child's care</li> <li>• Policy in line with Ohio Revised Code 2151.86</li> <li>• Policy outlines the agency's standards for conducting background checks</li> <li>• Policy should include detail information in particular: <ul style="list-style-type: none"> <li>○ Who must receive a background check</li> <li>○ Policy should state what offenses would prohibit a person for working in the agency's youth program</li> <li>○ Policy/process utilized for current staff who do not pass a background check</li> </ul> </li> <li>• Employee criminal background check policy provided <ul style="list-style-type: none"> <li>○ All of required information was provided <ul style="list-style-type: none"> <li>▪ 2 points</li> </ul> </li> <li>○ Most of the needed information was provided, minor information or explanation needed <ul style="list-style-type: none"> <li>▪ 1 point</li> </ul> </li> <li>○ Did not provide any or most of the information <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul> | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 2 points</b></p> |

# of Program Proposal Attachment Points Page 12 \_\_\_\_\_

**Program Proposal: Attachments- continued**

|  |                                 |                            |
|--|---------------------------------|----------------------------|
| <p><b>Emergency Medical Procedures</b></p> | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 2 points</b></p> |
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| <ul style="list-style-type: none"> <li>• Written policy outlining the procedures for dealing with a youth medical emergency</li> <li>• Procedures should include detailed information in particular: <ul style="list-style-type: none"> <li>○ The immediate notification of the parent/guardian</li> <li>○ How a youth will be transported in the case of a medical emergency</li> <li>○ Agency should have a general medical statement for each youth and emergency contacts</li> <li>○ Agency should have first aid procedures in place</li> <li>○ General instructions outlining how staff should respond in the case of a medical emergency</li> </ul> </li> <li>• Emergency medical procedures provided <ul style="list-style-type: none"> <li>○ All of required information was provided <ul style="list-style-type: none"> <li>▪ 2 points</li> </ul> </li> <li>○ Most of the needed information was provided, minor information or explanation needed <ul style="list-style-type: none"> <li>▪ 1 point</li> </ul> </li> <li>○ Did not provide any or most of the information <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul> |                                 |                            |
| <p><b>Medication Distribution Policy</b></p> <ul style="list-style-type: none"> <li>• Written policy outlining the procedures for distributing medicine to youth</li> <li>• Policy should include detail information in particular: <ul style="list-style-type: none"> <li>○ Agency should have a general medical statement for each youth</li> <li>○ Policy should include not administering medicine that is not in its original container with instructions</li> <li>○ State where medicine is safely stored</li> </ul> </li> <li>• Medical distribution policy provided <ul style="list-style-type: none"> <li>○ All of required information was provided <ul style="list-style-type: none"> <li>▪ 2 points</li> </ul> </li> <li>○ Most of the needed information was provided, minor information or explanation needed <ul style="list-style-type: none"> <li>▪ 1 point</li> </ul> </li> <li>○ Did not provide any or most of the information <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul>  | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 2 points</b></p> |

# of Program Proposal Attachment Points Page 13 \_\_\_\_\_

**Program Proposal: Attachments- continued**

|   |                                 |                            |
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| <p><b>Child Pick Up Procedures</b></p> <ul style="list-style-type: none"> <li>• Written procedures outlining the process for picking youth up from the program</li> <li>• Procedures should include detailed information in particular: <ul style="list-style-type: none"> <li>○ Plan should incorporate a list provided by the parent/legal guardian outlining who in their absence if anyone is allowed to pick their child up from programming</li> <li>○ Emergency contacts (may be outlined on emergency sheet for youth)</li> <li>○ Agency should have procedures for signing a youth out</li> </ul> </li> <li>• Child pick up procedures provided <ul style="list-style-type: none"> <li>○ All of required information was provided <ul style="list-style-type: none"> <li>▪ 2 points</li> </ul> </li> <li>○ Most of the needed information was provided, minor information or explanation needed <ul style="list-style-type: none"> <li>▪ 1 point</li> </ul> </li> <li>○ Did not provide any or most of the information <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul>  | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 2 points</b></p> |
| <p><b>Transportation Policy</b></p> <ul style="list-style-type: none"> <li>• Written procedures outlining the process for transporting youth</li> <li>• Policy should include detail information in particular: <ul style="list-style-type: none"> <li>○ Plan should include the parent/legal guardian providing permission for the youth to be transported by the agency</li> <li>○ Rules and regulations the agency will follow while transporting youth</li> <li>○ How the agency will handle transportation emergencies</li> <li>○ Policy should require the use of seat belts (if applicable)</li> <li>○ Rules youth must follow while being transported</li> </ul> </li> <li>• Transportation policy provided <ul style="list-style-type: none"> <li>○ All of required information was provided <ul style="list-style-type: none"> <li>▪ 2 points</li> </ul> </li> <li>○ Most of the needed information was provided, minor information or explanation needed <ul style="list-style-type: none"> <li>▪ 1 point</li> </ul> </li> <li>○ Did not provide any or most of the information <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul> | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 2 points</b></p> |

# of Program Proposal Attachment Points Page 14 \_\_\_\_\_

**Program Proposal: Attachments- continued**

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| <p><b>Field Trip Procedures</b></p> <ul style="list-style-type: none"> <li>• Written procedures outlining the process for field trips             <ul style="list-style-type: none"> <li>○ Plan should include the parent/legal guardian providing permission for the youth to attend scheduled field trips</li> <li>○ Rules, regulations, and emergencies while on a field trip</li> <li>○ Procedures if a youth wanders off or gets lost during a field trip</li> </ul> </li> <li>• Field trip procedures provided             <ul style="list-style-type: none"> <li>○ All of required information was provided                 <ul style="list-style-type: none"> <li>▪ 2 points</li> </ul> </li> <li>○ Most of the needed information was provided, minor information or explanation needed                 <ul style="list-style-type: none"> <li>▪ 1 point</li> </ul> </li> <li>○ Did not provide any or most of the information                 <ul style="list-style-type: none"> <li>▪ 0 points</li> </ul> </li> </ul> </li> </ul> | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 2 points</b></p> |
| <p><b>Total Points- Proposal Attachments</b><br/><i>(28 possible points)</i></p>   |                                 |                            |

**Additional Reviewer's Notes:**

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## Budget Document

| Budget Document   | Reviewer's Notes: | 0 – 25 points |
|---|-------------------|---------------|
| <ul style="list-style-type: none"> <li>• Each agency is required to submit the FCDJFS budget document for their program</li> <li>• Each section of the budget must be completed, sections that do not apply to the program should be clearly marked as N/A               <ul style="list-style-type: none"> <li>○ This includes budget cover page, location page and both sections A and B of total budget revenue page</li> </ul> </li> <li>• Programs are not allowed to include costs for incentives and/or stipends in the budget</li> <li>• Administrative costs should not exceed 15% of the total budget amount</li> <li>• Programs cannot include the purchase of equipment in the budget</li> <li>• Cost should be reasonable and should fall within fair market value</li> <li>• Staff listed in budget document should be consist with staffing patterns outlined in the program overview form</li> <li>• Explanations of cost should be included in the budget which clearly define and justify costs</li> <li>• Cost should be allocated to the correct line item               <ul style="list-style-type: none"> <li>○ Every section or the majority of the budget completed (double check total revenue page) correctly, all or most cost appear in the correct section, sections where costs are not included it is clearly marked N/A, explanations for all or most costs included, none or extremely few adjustments needed                   <ul style="list-style-type: none"> <li>▪ 20 – 25 points</li> </ul> </li> <li>○ Some information missing from the budget, further explanation of costs needed, some cost not reasonable, some sections not clearly marked as N/A, obvious attempt to complete budget document recognized, budget not filled out correctly, budget adjustments needed                   <ul style="list-style-type: none"> <li>▪ 11 – 19 points</li> </ul> </li> <li>○ Majority of the information missing, majority of the cost listed do not have explanations provided, majority of the costs seem unreasonable, majority of the costs not included, major adjustments needed or budget will need to be completely redone                   <ul style="list-style-type: none"> <li>▪ 0 – 10 points</li> </ul> </li> </ul> </li> </ul> |                   |               |

**Required Documents**

|   |                                 |   |
|---|---------------------------------|---|
| <p><b>Board of Directors</b></p> <ul style="list-style-type: none"> <li>• Each agency is responsible for providing a list of their board of directors</li> <li>• Board list typically includes the following information:             <ul style="list-style-type: none"> <li>○ Each members name, role on the board, affiliation with other companies and many times their contact information</li> </ul> </li> <li>• Packet included board of directors information             <ul style="list-style-type: none"> <li>○ 1 point, Yes</li> <li>○ 0 points, No</li> </ul> </li> </ul> | <p><i>Reviewer's Notes:</i></p> | <p align="center"><b>0 – 1 points</b></p> |
| <p><b>Letter of Authorization</b></p> <ul style="list-style-type: none"> <li>• Letter from the board authorizing agency to submit a proposal             <ul style="list-style-type: none"> <li>○ 1 point, Yes</li> <li>○ 0 points, No</li> </ul> </li> </ul>   | <p><i>Reviewer's Notes:</i></p> | <p align="center"><b>0 – 1 points</b></p> |
| <p><b>Written Accounting Policies and Procedures</b></p> <ul style="list-style-type: none"> <li>• Written accounting policies and procedures provided             <ul style="list-style-type: none"> <li>○ 1 point, Yes</li> <li>○ 0 points, No</li> </ul> </li> </ul>  | <p><i>Reviewer's Notes:</i></p> | <p align="center"><b>0 – 1 points</b></p> |
| <p><b>Financial Audit</b></p> <ul style="list-style-type: none"> <li>• Financial audit or other allowable financial documents provided             <ul style="list-style-type: none"> <li>○ 1 point, Yes</li> <li>○ 0 points, No</li> </ul> </li> </ul>   | <p><i>Reviewer's Notes:</i></p> | <p align="center"><b>0 – 1 points</b></p> |
| <p><b>Certificate of Professional Liability Insurance</b></p> <ul style="list-style-type: none"> <li>• Each agency must have professional liability insurance             <ul style="list-style-type: none"> <li>○ 1 point, Yes</li> <li>○ 0 points, No</li> </ul> </li> </ul>  | <p><i>Reviewer's Notes:</i></p> | <p align="center"><b>0 – 1 points</b></p> |
| <p><b>Certificate of Continued Existence or Certificate of Good Standing from the Ohio Secretary of State</b></p> <ul style="list-style-type: none"> <li>• Each agency must provide a certificate with appropriate date             <ul style="list-style-type: none"> <li>○ 1 point, Yes</li> <li>○ 0 points, No</li> </ul> </li> </ul>  | <p><i>Reviewer's Notes:</i></p> | <p align="center"><b>0 – 1 points</b></p> |

**Additional Reviewer's Notes:**

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**Required Documents- continued**

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|--|---------------------------------|---------------------------|
| <p><b>Worker's Compensation Certificate</b></p> <ul style="list-style-type: none"> <li>• Each agency must provide a certificate with appropriate information             <ul style="list-style-type: none"> <li>○ 1 point, Yes</li> <li>○ 0 points, No</li> </ul> </li> </ul>  | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 1 point</b></p> |
| <p><b>Conflict of Interest Disclosure Form</b></p> <ul style="list-style-type: none"> <li>• Each agency must provide a completed signed document             <ul style="list-style-type: none"> <li>○ 1 point, Yes</li> <li>○ 0 points, No</li> </ul> </li> </ul>  | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 1 point</b></p> |
| <p><b>W-9 Form</b></p> <ul style="list-style-type: none"> <li>• Each agency must provide a completed signed W-9 form             <ul style="list-style-type: none"> <li>○ 1 point, Yes</li> <li>○ 0 points, No</li> </ul> </li> </ul>  | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 1 point</b></p> |
| <p><b>Charitable Organization Registration Statement (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Each agency must provide form or clearly state this document is not applicable for their agency             <ul style="list-style-type: none"> <li>○ 1 point, Yes</li> <li>○ 0 points, No</li> </ul> </li> </ul> | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 1 point</b></p> |
| <p><b>FCDJFS Risk Assessment</b></p> <ul style="list-style-type: none"> <li>• Each agency must provide a completed risk assessment             <ul style="list-style-type: none"> <li>○ 1 point, Yes</li> <li>○ 0 points, No</li> </ul> </li> </ul>  | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 1 point</b></p> |
| <p><b>FCDJFS Internal Controls Questionnaire</b></p> <ul style="list-style-type: none"> <li>• Each agency must provide a completed internal controls questionnaire             <ul style="list-style-type: none"> <li>○ 1 point, Yes</li> <li>○ 0 points, No</li> </ul> </li> </ul>  | <p><i>Reviewer's Notes:</i></p> | <p><b>0 – 1 point</b></p> |
| <p><b>Total Points- Required Documents</b><br/>(12 possible points)</p>  |                                 |                           |

**Additional Reviewer's Notes:**

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