



HUMAN SERVICES COUNCIL
 VISTA Program
 Request For Application (RFA)
 Scoring Sheet



Program Year November 22, 2014 – November 21, 2015

Organization name: _____

Reviewer name: _____ Number of members requested: _____

Applicant Information

Does this application contain all the requested documentation?

Yes (0 points)

No (-15 points for each missing item: supervisor résumé; organizational chart; letter of support – two) _____/-60

1. If the application is not signed by the legal applicant or if the organization has been identified as not eligible to host members, **do not continue scoring application.**
 Comments: _____

2. What focus area(s) is selected? *Award 5 bonus points for Veterans and Military Families*

Economic opportunity: Financial Literacy Housing Employment

Education: School Readiness K-12 Success Post-secondary success

Healthy Futures: Obesity / Food security Access to Healthcare

Veterans and Military Families: Veterans and military families served

_____ /5

3. If every question on the Applicant Information is complete, award 5 points. If not, award 0 points.
 Comments: _____

_____ /5

4. Is the county in which the member(s) will serve distressed or rural?
5 points for distressed or rural counties: Cowlitz, Klickitat, Skamania, Wahkiakum
0 points for Clark County

_____ /5

Section 1 – Community Need and Analysis

1. Does the project meet critical, unmet needs in the community? Rate applicant’s response from 0-10.
 Comments: _____

_____ /10

<p>2. Does the application provide research or evidence to support the claim that a critical unmet need exists within the community? Rate applicant's response from 0-10. Comments: _____/10</p>
<p>3. Does the applicant provide research and evidence to support their claim that the activity/ intervention will lead to the desired outcome? Rate applicant's response from 0-5. Comments: _____/5</p>
<p>4. Did the applicant provide a detailed description of the end result of the project, including the role of the VISTA member? Rate applicant's response from 0-10. Comments: _____/10</p>
<p>5. Did the applicant demonstrate ability to verify the project's impact on the low-income community? Rate applicant's response from 0-10. Comments: _____/10</p>
<p>6. Does the project address the VISTA Core Principal of Anti-Poverty focus? Rate from 0-25. <i>If the project does not address this core principal, score 0 and do not award this project.</i> _____/25</p>
<p>Section 2 – Community Empowerment and Project Sustainability</p>
<p>7. Have low-income community members been involved in the planning of this project? Rate applicant's response from 0-10. Comments: _____/10</p>
<p>8. Will low-income community members be sufficiently involved in the implementation and evaluation of this project? Rate applicant's response from 0-10. Comments: _____/10</p>
<p>9. Will the larger community be involved to ensure project sustainability? Rate applicant's response from 0-10. Comments: _____/10</p>
<p>10. Are there at least two additional community organizations supporting this project? If none, award 0 points. If one, award 5 points; if two, award 10 points. Comments: _____/10</p>
<p>11. Is any portion of the member placement fee being paid by another partner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Section 3 – Project Management

12. Does the project support the organization’s mission? Rate applicant’s response from 0-10.

Comments:

_____/10

13. Has the organization hosted VISTA members before?

- *NO: award 0 points.*
- *YES: also on the “high-risk” list, award -25 points. If for less than 4 years, and not high-risk, award 10 points. If yes, for more than 3 years, award -10 unless there is sufficient justification such as different project focus areas.*

Comments:

_____/10

a. Does this project build upon or differ from previous projects at this organization? Rate applicant’s response from 0-10.

Comments:

_____/10

14. Rate this organization’s experience hosting and supervising interns and volunteers from 0-10. *If no experience, award 0 points. If experienced, award 5 points.*

Comments:

_____/5

15. Review the résumé of the person providing primary supervision. *Award 0 points for missing document. Award 5 points for supervisory experience; award 5 points for VISTA supervision; award 10 points for AmeriCorps Alum; award 5 points for 5 or more years of supervisory experience.*

Comments:

_____/30

16. Rate the supervisor’s availability for supervision of the VISTA member.

Award -5 points for 10 or more hours per week; 10 points for 5 or more hours a week; 5 points for 1-7 hours a week, award 0 points for less than 1 hour per week.

Comments:

_____/10

17. Will another staff member provide secondary support and supervision to the VISTA member?

- Yes (0 points) No (-5 points)

_____/5

Section 4 – Project Support

18. Does the organization have appropriate resources available for the members’ exclusive use? *Award 1 point for each resource.*

Comments:

_____/4

19. Does the project budget appear sufficient for the VISTA project? *Award the following points:*

Training	+5	Mileage / Transportation	-5 if \$0
Conference registration fees	+2	Emergency fund	-5 if \$0

Participation incentives	+2	Member recognition	-1 if \$0
Office supplies	-5 if \$0	Member housing support	+5
Equipment	-5 if \$0	Uniforms /clothing allowance	+2
Printing	-5 if \$0		+2
Software	+1		
Subcontractors	+1		

_____/20

Section 5 – VISTA Member Support

20. Member transportation needs:

- a. Is the site accessible by public transportation? YES – *award 3 points* NO – *award 0 points*
- b. Is a vehicle required to carry out the duties of VISTA service? YES NO
- c. Does the organization have a vehicle available for service-related travel?
 YES – *If question b answer is YES, and answer to question c is YES, award 5 points.*
 YES – *If question b answer is NO, and answer to question c is YES, award 2 points.*
 NO – *If question b answer is YES, and answer to question c is NO, award -5 points.*

Comments:

_____/8

21. Does the organization have capability to create an emergency fund of \$500?

- Yes (5 points) No (0 points)

_____/5

22. Does the organization have any plans to assist the member with finding adequate housing?

- Yes (5 points) No (0 points)

Does the organization have any plans to assist the member with housing expenses?

- Yes (5 points) No (0 points)

_____/10

23. Are there two site-specific trainings proposed? *Award 1 point for each training opportunity.*

Comments:

_____/2

24. If the member serves off-site, are there plans for adequate supervision? *If not, deduct 1-5 points.*

Comments:

_____/5

Section 6 – VISTA Member recruitment

25. Is there a staff member who will dedicate sufficient time to member recruitment?

- Yes (0 points) No (-5 points)

_____/5

26. Rate the plan for recruitment and selection of members, including a diverse candidate pool that includes candidates from the communities they serve. *Award points for each facet of the recruitment plan included:*
0 points: My.Americorps.gov or no plan
1 point: Large job search sites such as Monster.com
2 points: Local job search outlets such as Craigslist, The Columbian, The Oregonian
1 point: Non-profit specific outlets such as Idealist.org or SW Washington Nonprofit Association
3 points: College job boards
3 points: A plan that includes site-specific outreach to clients served by the organization

_____/10

Section 7 – VISTA Public Awareness

27. Does the organization have a plan to publicize the VISTA project to the wider community?

Comments:

_____/2

28. Does the organization have a plan to recognize the VISTA member’s accomplishments?

Comments:

_____/2

29. Does the organization have a plan to support the goal of widespread awareness of the VISTA program?

Comments:

_____/2

Overall scorer impression:

Scoring Summary:

Section	Total points awarded	Total points possible
Applicant Information		15
1. Community Need and Analysis		70
2. Community Empowerment/ Project Sustainability		40
3. Project Management		75
4. Project Support		24
5. VISTA Member Support		25
6. VISTA Member Recruitment		10
7. VISTA Public Awareness		6
Total:		265
	Percentage:	