

**EMERGENCY FOOD AND SHELTER PROGRAM  
SCORE SHEET  
PHASE 27**

AGENCY NAME: \_\_\_\_\_ SPA \_\_\_\_\_

REVIEWER NAME: \_\_\_\_\_

**B DEMONSTRATED EFFECTIVENESS/ PROJECT READINESS AND CAPACITY (MAX 30 PTS)**

1	Describe your agency's past services in the category in which funding is requested (food and/or shelter)?	(max 10 pts)	
2	How do you fund services when EFSP is unavailable?	(max 5 pts)	
3	Describe your agency's ability to staff the program:	(max 5 pts)	
4	Describe how your agency collects feedback	(max 5 pts)	
5	List the other supportive services your agency provides <b>on-site</b> only.	(max 5 pts)	

**Total score assigned to Demonstrated Effectiveness:** \_\_\_\_\_

**C COORDINATION AND NETWORKING (MAX 10 PTS)**

1	Describe how your agency coordinates services with other social service providers.	(max 5 pts)	
2	Indicate which coalition and advocacy groups your agency participates in.	(max 5 pts)	

**Total score assigned to Coordination and Networking:** \_\_\_\_\_

**D ACCOUNTING AND FISCAL REPORTING ABILITY (MAX 30 PTS)**

1	Describe how your agency will ensure EFSP funds are used as intended	(max 5 pts)	
2	Describe administrative procedures you will employ.	(max 5 pts)	
3	Describe accounting procedures your agency will use to manage funds.	(max 10 pts)	
4	Who handles the accounting system for the agency?	(max 5 pts)	
5	Has your agency returned or transferred funds?	(max 5 pts)	

**Total score assigned to Accounting and Fiscal Reporting Ability:** \_\_\_\_\_

**E SERVED MEAL PROGRAM (MAX 25 PTS)**

1	How do you determine who is eligible for your served meal program? Describe in detail enrollment procedures.	(max 5 pts)	
2	What records do you keep of the clients you serve?	(max 5 pts)	
3	How many days of the week do you serve food? What are the hours of operation?	(max 5 pts)	
4	Describe the process for monitoring; determining effectiveness; evaluation and making adjustments.	(max 10 pts)	

**Total score assigned to Served Meal Program:** \_\_\_\_\_

**F OTHER FOOD PROGRAM (MAX 25 PTS)**

1	How do you determine who is eligible for your bagged grocery/food voucher program? Describe in detail enrollment procedures.	(max 5 pts)	
2	What records do you keep of the clients you serve?	(max 5 pts)	
3	How many days of the week do you provide bagged groceries/food vouchers? What are the hours of operation?	(max 5 pts)	
4	Describe the process for monitoring; determining effectiveness; evaluation and making adjustments.	(max 10 pts)	

**Total Score Assigned to Other Food Program:** \_\_\_\_\_

**G SHELTER PROGRAM (MAX 25 PTS)**

1	How do you determine who is eligible for your mass shelter program? Describe in detail enrollment procedures.	(max 5 pts)	
2	Describe how your services assist clients to become stable & placed in longer-term housing..	(max 5 pts)	
3	If you are ever unable to accommodate certain homeless persons with-in your subpopulation, describe why and to whom you refer them.	(max 5 pts)	
4	Describe the process for monitoring; determining effectiveness; evaluation and making adjustments.	(max 10 pts)	

**Total Score Assigned to Shelter Program:** \_\_\_\_\_

**H FOOD FOR SHELTER (ZERO POINTS)**

**Total score assigned to Food for Shelter Program:** \_\_\_\_\_

**0**

**I HOTEL/MOTEL VOUCHERS (MAX 25 PTS)**

1	Describe the screening methods you use to determine if a client is eligible for hotel/motel vouchers. Describe in detail enrollment procedures.	(max 10 pts)	
4	What methods do you use in choosing and monitoring hotels used by your clients?	(max 5 pts)	
3	Describe the process for monitoring; determining effectiveness; evaluation and making adjustments.	(max 10 pts)	

**Total Score Assigned to Hotel/Motel Vouchers Program:** \_\_\_\_\_

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SCORE SHEET  
PHASE 27**

<p><b>SERVED MEALS SCORE</b> 100 points possible</p> <p><b>B</b> _____</p> <p><b>C</b> _____</p> <p><b>D</b> _____</p> <p><b>E</b> _____</p> <p><b>TOTAL:</b></p>	<p><b>OTHER FOOD SCORE</b> 100 points possible</p> <p><b>B</b> _____</p> <p><b>C</b> _____</p> <p><b>D</b> _____</p> <p><b>F</b> _____</p> <p><b>TOTAL:</b></p>
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<p><b>PER-DIEM SHELTER SCORE</b> 100 points possible</p> <p><b>B</b> _____</p> <p><b>C</b> _____</p> <p><b>D</b> _____</p> <p><b>G</b> _____</p> <p><b>TOTAL:</b></p>	<p><b>HOTEL/MOTEL VOUCHER SCORE</b> 100 points possible</p> <p><b>B</b> _____</p> <p><b>C</b> _____</p> <p><b>D</b> _____</p> <p><b>I</b> _____</p> <p><b>TOTAL:</b></p>
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 **Please write your comments below** 

**Comments:**

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**EMERGENCY FOOD AND SHELTER PROGRAM  
RENTAL ASSISTANCE SCORE SHEET – PHASE 27**

Agency Name: \_\_\_\_\_ Reviewer Name: \_\_\_\_\_

**SECTION A—CURRENT PROGRAM AND EXPERIENCE (max 25 points)**

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a) Describe the programs operated by your agency, including any prior experience operating rental assistance programs.

**Total for Section A:** \_\_\_\_\_

**SECTION B – FISCAL AND PROGRAMMATIC ACCOUNTABILITY (max 25 points)**

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a) Procedures that the agency has in place to ensure fiscal and programmatic accountability (i.e. board oversight, fiscal accounting procedures, record keeping system)

(max 15 points) \_\_\_\_\_

b) If your agency has prior experience, describe the procedures required of referral agencies participating in the rental assistance and eviction prevention program to ensure agency accountability

(max 10 points) \_\_\_\_\_

**OR**

c) If you have no prior experience operating rental assistance, or eviction prevention programs how do you propose to ensure accountability on the part of participating agencies

(max 10 points) \_\_\_\_\_

**Total for Section B:** \_\_\_\_\_

**SECTION C—PROGRAM PLAN AND EVALUATION (max 40 points)**

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a) Number of persons and specific geographic area to be served and how your organization proposes to perform outreach to the eligible population. How do you establish relationships? How do you ensure fair distribution?

(max 10 points) \_\_\_\_\_

b) Methodology for certifying all required documents

(max 5 points) \_\_\_\_\_

c) Plan for internally monitoring the quality of service

(max 5 points) \_\_\_\_\_

d) Plans to ensure follow-up case management and after-care services to former clients by referring agencies.

(max 10 points) \_\_\_\_\_

e) How are you tracking retention of clients?

(max 5 points) \_\_\_\_\_

f) If selected as the CCA, how do you track the stability of clients?

(max 5 points) \_\_\_\_\_

**Total for Section C:** \_\_\_\_\_

**SECTION D—COMMUNITY INVOLVEMENT (max 10 points)**

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a) Community linkages in place (include other agencies from whom you will accept referrals, as well as coalitions/advocacy groups participation)

(max 5 points) \_\_\_\_\_

b) Process by which you will select participating referral agencies

(max 10 points) \_\_\_\_\_

**Total for Section D:** \_\_\_\_\_

**TOTAL POINTS (Section A+B+C+D)** \_\_\_\_\_

# EMERGENCY FOOD AND SHELTER PROGRAM FOODBANK SCORE SHEET PHASE 27

AGENCY NAME: \_\_\_\_\_

REVIEWER NAME: \_\_\_\_\_

**B DEMONSTRATED EFFECTIVENESS/ PROJECT READINESS AND CAPACITY (MAX 22 PTS)**

1	Describe your agency's past services in the category in which funding is requested (food and/or shelter)?	(max 10 pts)	
2	Describe your agency's ability to staff the program	(max 5 pts)	
3	Describe how your agency collects feedback; program enhancement	(max 5 pts)	
3	Describe other funding entities that monitor your foodbank	(max 0 pts)	

**Total score assigned to Demonstrated Effectiveness:** \_\_\_\_\_

**C COORDINATION AND NETWORKING (MAX 10 PTS)**

1	Describe how your agency coordinates services with others.	(max 5 pts)	
2	Indicate which coalition and advocacy groups your agency participates in.	(max 5 pts)	

**Total score assigned to Coordination & Networking:** \_\_\_\_\_

**D ACCOUNTING AND FISCAL REPORTING ABILITY (MAX 25 PTS)**

1	Describe how your agency will ensure proper use of EFSP funds & administrative procedures you will employ.	(max 10 pts)	
2	Describe accounting procedures your agency will use to manage funds.	(max 5 pts)	
3	Who handles accounting system for the agency.	(max 5 pts)	
4	Reallocated or transferred any funds	(max 5 pts)	

**Total score assigned to Accounting and Fiscal Reporting Ability:** \_\_\_\_\_

**E PROGRAM ACCOUNTABILITY (MAX 12 PTS)**

	1 Describe the foodbanks application process	(max 3 pts)	
	2 Describe the procedures required of member agencies to ensure fiscal accountability	(max 3 pts)	
	3 Describe the procedures that your foodbank has in place to ensure programmatic accountability	(max 3 pts)	
	4 Describe the procedures for monitoring distribution of food to member agencies	(max 3 pts)	

**Total score assigned to Program Accountability:** \_\_\_\_\_

**F CURRENT PROGRAM (MAX 15 PTS)**

1	Types of food purchased or acquired	(max 5 pts)	
2	How foodbank acquires food products	(max 2 pts)	
3	Frequency of food program distributed to member agencies	(max 1 pts)	
4	Volume of food program	(max 1 pts)	
5	Procedures for member agencies to acquire food from the foodbank	(max 2 pts)	
6	Amount agencies are charged to acquire food	(max 1 pts)	
7	Nature of transportation of food products to member agencies	(max 1 pts)	
8	Brief description of policies and procedures to ensure quality and safety of food	(max 2 pts)	
9	Employees have been certified in food handling? Current Health Department letter grade?	(max 0 pts)	

**Total score assigned to Current Program:** \_\_\_\_\_

**G RESOURCE DEVELOPMENT (MAX 6 PTS)**

1	Describe sources of financial support and need; usage of in-kind resources	(max 2 pts)	
2	a) What percentage of your agency's total funding does EFSP cover?	(max 2 pts)	
	b) Of EFSP costs, what percentage is food and what percentage is non-food?	(max 2 pts)	

**Total score assigned to Resource Development:** \_\_\_\_\_

**H ADDRESSING LONG-TERM NEEDS (MAX 6 PTS)**

1	Describe agency's community outreach efforts to local, state, and federal programs.	(max 3 pts)	
2	Describe your agency's future plans for program development	(max 3 pts)	

**Total score assigned to Addressing Long-Term Needs:** \_\_\_\_\_

**COMMUNITY INVOLVEMENT (MAX 6 PTS)**

1	Describe agency's efforts to ensure diversity and involve low-income in operation and management of program.	(max 2 pts)	
2	Describe agency's efforts to address food needs of ethnically diverse populations.	(max 2 pts)	
3	How your foodbank advertises availability of services.	(max 2 pts)	

**Total score assigned to Community Involvement:** \_\_\_\_\_

**FOODBANK SCORE - 100 points possible**

**B** \_\_\_\_\_

**G** \_\_\_\_\_

**C** \_\_\_\_\_

**H** \_\_\_\_\_

**D** \_\_\_\_\_

**I** \_\_\_\_\_

**E** \_\_\_\_\_

**J** \_\_\_\_\_

**F** \_\_\_\_\_

**TOTAL:**