

Appendix A: Crisis Intervention and Prevention

Proposal Quality Review Rubric

Part 1 – Organization Narrative				
Relevant Question	Strong	Satisfactory	Developing	Points Available
ALL APPLICANTS				
1. Organization History, Mission, and Experience with Relevant Services	History and mission align with CDD's goal ; the relationship between organization history and mission with CDD goals is clearly described.	History and mission align with CDD's goals ; the relationship between organization history and mission with CDD goals is partially described.	History and mission do not clearly align with CDD's goals ; the relationship between organization history and mission with CDD goals is not described	10
2. Organization Experience with Program Type	Organization clearly demonstrates more than five years' experience with structural capacity to manage and implement the proposed program, clearly aligning with the RFP guidelines	Organization demonstrates some capacity to manage and implement the proposed program, has some history with similar programs and services with relevant partners. Somewhat aligns with RFP guidelines.	Organization does not sufficiently demonstrate capacity to manage and implement the proposed program and has limited history with similar programs (three years or less). Does not align with RFP guidelines.	
3. Significant Changes or Shifts in Organization in the Past Two Years	The applicant describes significant changes (if applicable), if there have been changes a clear explanation is provided regarding the organization's current stability.	The applicant describes significant changes (if applicable) and provides a general response regarding the organization's current stability.	The applicant mentions significant changes (if applicable) but does not outline the ability to manage change or provide an explanation as to the organization's current stability.	
4. Anticipated Changes that May Impact Organization in the Next Two Years	The applicant describes possible changes/impacts (if applicable) and has a clear plan to maintain services without too much disruption.	The applicant describes possible changes (if applicable) and provides a general response on maintaining the organization's stability and service delivery.	The applicant may address possible changes (if applicable) but does not outline a plan or provide an explanation as to the organization's future stability.	
5. Staff Qualifications, Education, and Training Required	Staff qualifications, education and training clearly fit the needs of the proposed program(s) and there is a clear and strong commitment to provide ongoing professional development.	Staff qualifications, education and training fit the needs of the proposed program(s) and applicant mentions ongoing professional development.	Staff qualifications, education, and training are not clear nor fit the needs of the proposed program(s) and applicant does not provide/mention professional development.	8

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Part 3 – Budget Workbook Board and Staff Demographics	Existing staff, board, and volunteers directly reflect the population served or there is a plan to address representation.	Existing staff, board, volunteers generally reflect the population served or there is a plan to address representation.	Existing staff, board, volunteers do not reflect the population served or there is not a plan to address the lack of representation.	7
JOINT/MULTI AGENCY APPLICATIONS ONLY				
6. Overview of Partnership History with Collaborating Agencies	Offers a comprehensive overview of partnership history, including specific details on when and how the partnership began, as well as a thorough description of collaborative initiatives, demonstrating a strong track record of working together effectively	Provides a basic overview of partnership history and some collaborative initiatives undertaken in the past five years but lacks detail or depth.	Limited or unclear overview of partnership history and collaborative initiatives, and results.	5
7. Rationale for partnership with Identified Agencies	Clearly articulates the rationale for selecting the partner agency, highlights unique strengths or resources each organization brings to the partnership, and how these complement one another.	Provides some rationale for partnering with the specific agency and identifies some unique strengths or resources but lacks depth or specificity.	Unclear rationale for partner selection and lacks discussion on unique strengths or resources.	5
8. Division of Roles and Responsibilities between organizations	Provides a clear and detailed outline of roles and responsibilities, including specific contributions to program design, implementation, and evaluation, demonstrating a well-structured and collaborative approach.	Describes the division of roles and responsibilities between the organizations but lacks detail on how each partner will contribute to program design, implementation, and evaluation.	Roles and responsibilities are unclear or poorly defined .	5

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9. Anticipated Challenges	Anticipates potential challenges and provides detailed strategies for addressing them as a collaborative, demonstrating a proactive problem-solving and a commitment to partnership success.	Identifies some potential challenges but lacks detail on how they will be addressed collaboratively.	Fails to anticipate or address potential challenges or lacks collaborative solutions.	5
10. Experience with partnerships	Provides details of previous collaborations with other organizations serving the same population or in the same geographical area. Provides thoughtful reflections on lessons learned, demonstrating a clear understanding of how past experiences will inform the approach to the current partnership.	Describes previous collaborations with other organizations serving similar populations and services but lacks insight into lessons learned or how they will inform the current partnership.	No previous collaborations mentioned or lacks discussion on lessons learned.	5
Budget Narrative	The budget narratives are clear and detailed by each partner agency. Narratives thoroughly explain how funds will be used with explicit justifications for each expense. It is perfectly aligned with the proposal's goals and demonstrates a realistic, well-researched financial plan with complete transparency and no ambiguities.	The budget narrative is somewhat clear and detailed, with most expenses justified. It is mostly aligned with the proposal's goals and presents a reasonable and feasible financial plan. There is good transparency, though some areas may lack detail or have minor ambiguities.	The budget narrative lacks clarity and detail, with many expenses poorly justified. It has limited alignment with the proposal's goals and presents an unrealistic or poorly researched financial plan. Transparency is lacking, with significant ambiguities and unexplained costs.	5

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Part 2 – Program Narrative(s)				
Relevant Question	Strong	Satisfactory	Developing	Points Available
1A. Need for Program and Data Used	Community and participant needs are clearly described using credible data sources with a strong connection as to how the program will meet these needs. Applicants consider and clearly describe how the proposed program will enhance existing programs that address similar needs.	Community and participant needs are generally described and supported by data; there is a connection between needs and the proposed program. Applicants consider and generally describe how the proposed program will enhance existing programs that address similar needs.	Community and participant needs are vague using very little data or unnamed data sources and lack a reasonable connection as to how the program will meet the needs. The applicant does not consider or describe how the proposed program will enhance existing programs that address similar needs.	5
1B. Goal Statement	Provides clear and specific goal statement that is aligned with the needs and interests of the target population.	Provides a general goal statement that is aligned with the needs and interests of the target population.	Goal statement that is not aligned with the needs and interests of the target population.	
1C. Program Summary	Program summary is succinct and clear, aligns with the needs of the target population, and describes a strong relationship between the program activities and the proposed outcomes.	The program summary aligns with the needs of the target population and describes a relationship between the program activities and the proposed outcomes.	Program summary does not clearly align with the needs of the target population, nor does it describe a relationship between the program activities and the proposed outcomes.	

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Part 2 – Program Narrative				
Relevant Question	Strong	Satisfactory	Developing	Points Available
2A. Proposed Participant Population	Recruitment clearly focuses on the population identified in the RFP and comprehensively addresses barriers to participation. Process provides information that leads to appropriate services.	Recruitment focuses somewhat on the population identified in the RFP and addresses barriers to participation; it provides a general description of the intake and assessment process.	Recruitment does not focus on the population identified in the RFP and does not address barriers to participation; it provides minimal or no description of the intake and assessment process.	10
2B. 2024 Participant Demographics	Currently serves the target population and the diversity of the neighborhood or school area and this is directly reflected in the participant demographics.	Currently serves the target population, the diversity of the neighborhood or school area is mostly reflected in the participant demographics.	Does not provide services to the target population.	
2C. Language Access and Cultural Relevance	Demonstrates a thorough understanding of the cultural and linguistic needs of the targeted population (specific languages spoken in the community as well as cultural practices that may impact program implementation and design). The proposal includes several strategies for ensuring effective communication and engagement, including ADA compliance with program participants and their families (translation and interpretation services) and a strong, demonstrated commitment to culturally responsive programming that respects cultural diversity of the community.	Demonstrates a general understanding of the cultural and linguistic needs of the targeted population (specific languages spoken in the community as well as cultural practices that may impact program implementation and design). The proposal includes some strategies for ensuring communication and engagement with program participants and their families (translation and interpretation services). General commitment to culturally responsive programming that respects cultural diversity of the community.	Application demonstrates minimal/no understanding of the cultural and linguistic needs of the targeted population (specific languages spoken in the community as well as cultural practices that may impact program implementation and design). Outlines minimal/no strategies for ensuring communication and engagement with program participants and their families (translation and interpretation services).	
3a. Recruitment and Outreach	A clear and detailed plan for engaging and recruiting target population, describes specific outreach strategies and tools.	General plan for engaging and recruiting target population including some specific outreach strategies and tools.	Minimal or no plan for engaging and recruiting target population.	

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3b. Addressing Barriers to Participation	Clearly identified barriers to enrollment with concrete and specific strategies to eliminate or reduce barriers to services.	Identifies barriers to enrollment, mentions some strategies to eliminate or reduce barriers to services	Minimal or no plan for engaging and recruiting target population.	10
3c. Enrollment and Engagement Approach	Clearly articulates enrollment process in a culturally responsive and sensitive manner. Describes communication methods that demonstrate a deep understanding of communities served. This can include intakes, referral pathways or assessment tools.	Articulates some understanding of the need for culturally responsive enrollment strategies that demonstrate knowledge of communities served. This can include intakes, referral pathways or assessment tools.	Does not articulate a need for culturally responsive enrollment strategies.	

Part 2 – Program Narrative

Relevant Question	Strong	Satisfactory	Developing	Points Available
4A. Activities	Program activities/services are appropriate, culturally relevant, and fit the program design. Plan is strongly and specifically supported by logic and/or evidence-based practices.	Program activities are developmentally appropriate, culturally relevant, and generally fit the program design. Activity plans are generally supported by logic and/or evidence-based practices.	Program activities are not developmentally appropriate, culturally relevant and may not fit the program design. The design does not utilize logic and/or evidence-based practices.	15
4B. Use of Evidence-Based or Practices Promising	Program plan clearly identifies and describes the use of one or more evidence-based, evidence-informed, or promising practices with credible sources or documentation of their effectiveness. If program is not using a formal model, program plan clearly describes a strong, well-supported, and thoughtful rationale that aligns with the RFP requirements and identified target population.	Program plan identifies and describes the use of one or more evidence-based, evidence-informed, or promising practices, with minimal credible sources or documentation of their effectiveness. If program is not using a formal model, program plan provides basic rationale and limited support that somewhat aligns with RFP requirements and identified target population.	Program plan does not identify and describe any evidence-based, evidence-informed, or promising practices with credible sources or documentation of their effectiveness. If program is not using a formal model, program plan lacks well-supported and thoughtful rationale and does not align with the RFP requirements and identified target population.	
4C. Program Schedule and Location	Program schedule is appropriate and fits with the needs of the target population. Program activities are provided in the neighborhoods where the participants live.	Program schedule minimally fits with the needs of the target population. Programming activities are provided in a location that is readily accessible to the participants and their families.	Program schedule does not meet the RFP requirements and/or does not fit with the needs of the target population. Program activities are provided in a location with inherent	

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			barriers to participation with no plan to address the barriers.	
Part 2 – Program Narrative				
Relevant Question	Strong	Satisfactory	Developing	Points Available
5A. Youth and Family Engagement	The program plan includes several effective on-going strategies to engage, build relationships and address potential barriers with youth and families for program planning, in specific activities, and with program outcomes; describes a strong commitment to providing ongoing communication and support to families.	Program plan includes a few effective on-going strategies to engage, build relationships and address potential barriers with youth and families for program planning, in specific activities, and with program assessment; describes some commitment to providing ongoing communication and support to families.	Program plan includes limited strategies to engage, build relationships and address potential barriers with youth and families for program planning, in specific activities, and with program assessment.	10
5B. Neighborhood/Community Engagement	Neighborhood and community engagement plans include several effective on-going strategies to engage, build relationships and address potential barriers with neighborhood and community stakeholders including a significant focus on racial equity and social justice.	The neighborhood and community engagement plan includes a few effective on-going strategies to engage, build relationships and address potential barriers with neighborhood and community stakeholders including some focus on racial equity and social justice.	Neighborhood and community engagement plan does not include effective on-going strategies to engage, build relationships and address potential barriers with neighborhood and community stakeholders. Plan does not have a focus on racial equity and social justice.	
5C. Collaboration and Coordination	Collaboration and coordination include meaningful on-going relationships with other stakeholders; has numerous existing partnerships and a plan to identify and engage new partners/stakeholders ; and works with other stakeholders to ensure a coordinated and integrated approach.	Collaboration and coordination include relationships with other stakeholders; has a few existing partnerships; and has some connection with other stakeholders to ensure a coordinated and integrated approach.	Collaboration and coordination include no relationships with stakeholders or existing partnerships.	10

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5D. Resource Linkage	Resource linkage plan demonstrates a comprehensive understanding of the relevant resources available; proactively provides resources and address barriers to resources that will benefit participants and their families, and describes an on-going commitment to collaboration and remaining integrated into broader service network.	Resource linkage plan demonstrates a general understanding of the relevant resources available; provides resources that will benefit participants and their families and describes some collaboration with the broader service network.	Resource linkage plan does not demonstrate an understanding of the relevant resources available or provide resources that will benefit participants and their families.

Part 2 – Program Narrative

Relevant Question	Strong	Satisfactory	Developing	Points Available
6A. Outputs - Unduplicated Participants and Program Hours	Relative to the program plan and staffing, applicants present a realistic and effective goal regarding the number of youth and family participants/clients and total number of program/service hours expected to be offered annually.	Relative to the program plan and staffing, applicants present a goal regarding the number of participants/clients and total number of program hours expected to be offered annually.	Relative to the program plan and staffing, applicants present an unrealistic or ineffectual goal regarding the number of participants/clients and total number of program hours expected to be offered annually.	10
6B. Program Outcomes	Annual program outcomes are detailed and logically corresponds with activities, program resources and outputs. Measurement tools are clearly identified.	Annual program outcomes logically correspond with activities, program resources and outputs. Measurement tools are identified.	Annual program outcomes do not logically correspond with activities, program resources and outputs. Measurement tools are not identified.	
6C. Data Tracking	The plan for collecting, tracking and analyzing data is clear, realistic and directly corresponds with outputs and outcomes. The plan is detailed on how information is collected and how data is regularly analyzed and used to adjust and make improvements to the program as needed.	Plan for collecting, tracking and analyzing data is clear, realistic and directly corresponds with outputs and outcomes. The data collection method is identified and data is sometimes used to adjust and make improvements to the program as needed.	Plans for collecting, tracking and analyzing data are not clear or realistic, and do not correspond with outputs and outcomes. The data collection method is not clearly identified.	

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Relevant Question	Strong	Satisfactory	Developing	Points Available
7A. Program Staffing Qualifications	Program staff have qualifications to effectively implement the proposed program; the number of staff and FTE provide ample time for program activities and planning, supervision, team building, professional development, collaboration and program evaluation.	Program staff have qualifications to effectively implement the proposed program; the number of staff and FTE provide time for program planning and implementation, as well as some time for supervision, team building, professional development, collaboration and program evaluation.	Program staff may not have qualifications to effectively implement the proposed program; the number of staff and FTE provide minimal/no time for program planning and implementation, as well as little/no time for supervision, team building, professional development, collaboration and program evaluation.	15
7B. Volunteers	Organization has a detailed process and protocols for vetting, onboarding, and supervising volunteers, including appropriate training for the work assigned.	Organization has a process and protocols to work with volunteers although it lacks detail.	Organization does not have the capacity or a plan to work with volunteers.	
7C. Other Program Resources	Organization describes in detail the resources that work in concert to make the program a success for staff and participants.	Organization mentions additional resources that come together to make program work but this lacks detail or is unrealistic .	No other resources mentioned, but clearly resources are needed for the success of program.	
Part 3 – Budget Workbook	The proposed budget provides ample support related to the program type, activities and structure; incorporates multiple on-going funding sources and a reasonable fundraising goal.	Proposed budget provides appropriate level of support relative to the program type, activities and structure; incorporates on-going funding sources and a reasonable fundraising goal.	The proposed budget does not support the program type, activities and structure; does not include any on-going funding sources and/or has an unreasonable fundraising goal.	

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Reviewer Guidance for Final Assessment

Please remember: Application scores are intended to inform, not determine, funding decisions. You are not being asked to recommend or reject applicants based solely on scores.

Instead, consider the overall strength of the application in alignment with the RFP priorities and community needs.

Use the following framework to guide your assessment:

- **Strong** – Clear, detailed, and well-aligned with RFP goals; the applicant demonstrates readiness, relevant experience, and capacity to implement the proposed program effectively.
- **Satisfactory**- Some alignment but could benefit from additional clarity or support as it may raise minor concerns around feasibility or approach.
- **Developing**- Lacks alignment, clarity, or necessary detail; raises significant concerns about capacity, readiness, or fit with the goals of this funding opportunity.

Please use your written comments to support your assessment, highlight what is compelling, note any gaps, and identify issues that could be addressed with technical assistance if funded.