

FY 2018 HEAP DE-BRIEF

April 9, 2019

Via WebEx

DONE RIGHT

- Had All Required Documents
- Clear and Concise Project Overview
 - Limited Documentation to Required/Critical for Project
- Response presented in a readable fashion with page numbers
 - Budget Paperwork Clear to Understand
 - Received on time

SCORING CRITERIA

Score Area	Max Points	AVG Points	% of Max
Program Description	30	19.7	66%
Goals & Outcomes	25	17	68%
Organizational Capacity & Experience	20	15.1	76%
Budget	15	10.2	68%
Past Performance and Data Collection	10	6.9	69%

GENERAL IMPROVEMENTS NEEDED

- Not all required documents were included
- Project did not specifically address Local Primary or Secondary Priorities
- If a Collaborative Effort - No MOU's or Agreements to confirm
- Budget Narrative did not speak to partial funding requests or minimums needed
 - Be Specific when answering questions, not general

SPECIFIC QUESTIONS -

⦿ Partnerships and Collaboration

- If you are having Sub's include MOU's/Agreements that spell out the collaboration.

⦿ Data Management

- Because this Grant is HEAVY on Data Requirements, being very specific about how you intend of meeting the requirements if you have not used HMIS/CES in the past would be critical
- If you are a current user of HMIS/CES describe how you are using system, be specific

⦿ Past Performance Section

- Past Funding, tell your successes with CoC funding.

SPECIFIC QUESTIONS -

⦿ Budget Narrative

- As reviewed in the TA sessions, this is a critical question to advise if a lesser amount was able to be taken. This was the opportunity to discuss budget sheet.

⦿ Goals and Outcomes

- Be specific and honest on your comments about how the project will be sustained.
- During TA - This area was told to spend most of time in this area.

⦿ References

- Include Contact Information: Name, Email, Company, Phone Number

RECOMMENDATIONS

- ◉ Create your own check list of all required documents
- ◉ Are your clear and concise?
- ◉ Do you answer the questions directly?
- ◉ Be specific on how the project progresses any State, Federal or Local Goal/Priorities
- ◉ Have an outsider read your response and offer feedback
- ◉ Start writing your response as soon as RFP is released to take advantage of any TA assistance to review your application