

**Florida Disaster Response: Building Trauma-Responsive,
Comprehensive School Mental Health Systems**

YMHFA PROVIDER EVALUATION CRITERIA

Reviewer: _____

Applicant's Name: _____

Applications will be screened upon receipt. **If the applicant doesn't submit all required components as described in Section 1 of the YMHFA Application, the application will not be considered for review.** Complete applications are those that include the required forms in the Application Requirements Section of this application. Incomplete applications will be returned with notification that it did not meet the submission requirements and will not be entered into the review process.

Scoring scale for the Youth Mental Health First Aid provider.	
The Reply for this criterion demonstrates and/or describes extensive competence, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and comprehensive understanding of the requirements and/or planning for the unforeseen. The Evaluator could not determine any significant limitations or concerns.	5
The Reply for this criterion demonstrates and/or describes clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, and/or a sound understanding of the requirements. The Evaluator could determine only minor limitations or concerns.	4
The Reply for this criterion demonstrates and/or describes a fundamental competency, adequate capability, basic approach to the subject area, apparently feasible but somewhat unclear solutions, a fair understanding of the requirements and/or a lack of staff experience and skills in some areas. The Evaluator could determine notable limitations or concerns.	3
The Reply for this criterion demonstrates and/or describes a minimal capability, an inadequate approach to the subject area, infeasible and/or ineffective solutions, somewhat unclear, a lack of understanding of the requirements and/or a lack of demonstrated experience and skills. The Evaluator could determine serious flaws and concerns.	2
The Reply for this criterion demonstrates and/or describes a significant or complete lack of understanding, an incomprehensible approach, and/or a significant or complete lack of skill and experience.	1
The Reply for this criterion is so severely flawed as to render an essential element of the criterion unworkable or the criterion is not addressed.	0

Budget and Budget Narrative (see Section 2.0, Application Package)

Provides a separate Budget Summary and a separate Budget Justification Narrative which provides a detailed line item breakdown and justification for all cost items that will be incurred by the project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 20.	Maximum Point Value	Points Awarded
1. How well does the proposed budget fall within the grant amount guidelines?	5	
2. How well are cost items related to the tasks, services, activities and overall operation of the project as identified in the program description and project design?	5	
3. How reasonable, necessary and consistent with the program description and the project design are the personnel costs?	5	
4. How well does the budget justification form justify each cost item in the related budget information form?	5	
Total Score for Section		

Project Summary (see Section 3.1, Application Package)

Provides a coherent and understandable description of the project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 20.	Maximum Point Value	Points Awarded
1. Does the applicant include all areas of the project narrative in the project summary? (Areas: statement of need, objectives, program plan, evaluation plan)	5	
2. How well does the applicant identify the results to be achieved by each objective defined in the RFA?	5	
3. How well are the activities or actions that will be undertaken to achieve the program objectives identified?	5	
4. How well does the applicant acknowledge the mechanisms that will be used to document and measure the success of the project objectives?	5	
Total Score for Section		

Statement of Need (see Section 3.2, Application Package)

Provides information that indicates a comprehensive understanding of the need and purpose of the project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 20.	Maximum Point Value	Points Awarded
1. How well is the priority population as identified in the RFA identified?	5	
2. How well is the need for YMHFA training in schools and throughout the affected communities identified?	5	

3. Does the applicant include any data to substantiate the need for YMHFA training in the defined priority population?	5	
4. How well does the applicant demonstrate an understanding of the need for YMHFA training as a part of the overall objectives of the project?	5	
Total Score for Section		

Personnel and Organizational Structure (see Section 3.6 and 5.1, Application Package)

Provides a description of the organization and its capacity to manage the project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 20.	Maximum Point Value	Points Awarded
1. How clearly written is the description of the organization and its staffing structure?	5	
2. How clearly described is the staffing for this specific project?	5	
3. How well does the applicant identify the number and types of full-time, part-time and volunteer positions for this project?	5	
4. Does the applicant provide adequate job descriptions and credentials for proposed project staff?	5	
Total Score for Section		

Performance History (see 3.6 and 4.1, Application Package)

Provides a description of the organization and its capacity to manage the project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 20.	Maximum Point Value	Points Awarded
1. Does the applicant include documentation of previously completed projects?	5	
2. How well represented is the organization's mission, vision and/or values?	5	
3. Does the applicant document experience related to trauma-response and Youth Mental Health services?	5	
4. How well does the organization's performance history align with the overall scope of the project?	5	
Total Score for Section		

Evaluation Summary Score

Evaluation Section	Maximum Point Value	Points Awarded
Budget and Budget Narrative	20	
Project Summary	20	
Statement of Need	20	
Personnel and Organizational Structure	20	
Performance History	20	
Total Score		

