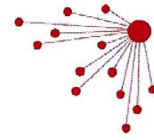


## Complex Systems Innovations, LLC

3609 Montclair Dr., New Port Richey Florida, 34655

Dr. Gary W. Walby, Director



### Andrew M. Thompson, CGFO

Director, Financial Services

City of Oakland Park

3650 N.E. 12<sup>th</sup> Avenue

Oakland Park, Florida 33334

Dear Mr. Thompson,

We have completed the agreed upon scope of work for reviewing the fourteen (14) grant applications from not-for-profit organizations seeking financial support from the City of Oakland Park. The scoring procedure is appended to this letter as Attachment 1. This was an increase of three from the previous year and likely indicates that the citizens and organizations in Oakland Park are aware of this great opportunity. Included with this letter is the scoring spreadsheet for the applicants, including scores and rankings. Tied scores were given the same ranking and those below started at the next available rank to maintain a ranking system of one to fourteen as part of the ranking system. The table below summarizes the rankings. As can be seen, some organizations tied and were ranked identically. There is a substantial drop in quality for those ranked 9-11. While those ranked first and third were exemplary, the large middle group ranked 4-8 were similar in quality with enough difference to create the variance you see in the table.

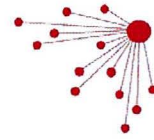
Organization/Agency	Total Points	Ranking	Organization/Agency	Total Points	Ranking
Covenant House	20.00	1	Broward Regional Health Planning Council	18.00	6
Women in Distress	20.00	1	Center for Independent Living	17.50	7
Junior Achievement of South Florida	19.33	2	Feeding South Florida	17.33	8
First Call for Help, Broward	19.33	2	Areawide Council on Aging	17.33	8
Light of the World Clinic	19.17	3	House of Hope	15.50	9
Gay Men's Chorus of South Florida	18.83	4	Florida Singing Son	14.17	10
South Florida Pride Wind Ensemble	18.67	5	Polynesian Culture Association, Inc.	9.50	11

## Complex Systems Innovations, LLC

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The applications covered a wide range of valuable services, demonstrating true commitment to the citizens of Oakland Park. It was a pleasure to review the proposals. We thank you for this opportunity.

Regards,

*Dr. Gary Walby*

Dr. Gary W. Walby

Founder/Director, Complex Systems Innovations

*Attachment 1: Oakland Park Grant Application Scoring Procedure*

## **Attachment 1: Oakland Park Grant Application Scoring Procedure**

Scoring Procedure: The procedure was developed based on initial review of applications and incorporation of past grant reviewing experiences.

Reviewers: Three reviewers independently rated each proposal. Faustine Judd, MA, was asked to tally and score the spreadsheet used to generate the rankings and the report.

- Gary Walby, Ph.D., M.S.P.H, M.S., has over 25 years of grant experience, has reviewed grants for multiple agencies and foundations, and has written over 55 grants with an 81% funding success.
- Joy Kelleher, MSW, LCSW has 15 years of grant experience, has reviewed grants for multiple organizations, and has assisted in writing and managing grants.
- Teresa Lake, MSW, LCSW has 10 years of grant experience and has audited grants, scored grant proposals, and has managed grants during this time.

### **Rating Category 1: Description of Organization**

A strong response will include the following:

- Sufficient description to demonstrate need for the funds requested (mandatory).
- Addresses mission/vision, preferably in relation to funds requested (not needing to use terms mission/vision or to copy in verbatim).
- Discussion of past successes, projects and experience.
- Quality board of directors that appear reasonable to the purpose of the organization.
- Description is sufficient to understand depth and breadth of work of the organization.
- Demonstrates organizational capacity, longevity and sustainability.
- Note: If the application is made exclusively to meet matching fund requirements, weigh the information provided in light of having clear objectives and scope of services.

**Assign: 0 to 3 points**

### **Rating Category 2: Project Objectives**

A strong response will include the following:

- Clear, demonstrable, and measureable project objectives. Key criteria.
- How well objectives are linked with need and organizational purpose from Description of Organization section.
- Are objectives reasonable to the amount requested, considering the amount in relation to other dollars and the total budget of the organization for meeting its objectives?
- Are the financials provided, in general, sufficient that there is minimal or no concern that the organization will be able to meet its objectives. This criterion is important if the objectives are beyond the dollars requested or that they are to be used primarily as match dollars for Federal or other funds.

**Assign: 0 to 4 points**

## **Attachment 1: Oakland Park Grant Application Scoring Description**

### **Rating Category 3: Scope of Services**

A strong response will address the following:

- Is the scope of services congruent with the project objectives?
- Is the scope of services sufficient to meet the project objectives?
- How well is the scope of services consistent with the evaluation section?
- Is the scope of services coherent with the organizational description?

**Assign: 0 to 4 points**

### **Rating Category 4: Target Population**

Consider the following:

- Is the target population adequately described, in effect limiting the dollars to a specific, defined, and 'in need' population?
- Is the target population consistent with the agency description and objectives?
- How many are to be served? Sufficient to funds requested and services identified?
- What is the cost per person to be served? Lower cost per person is better but this is considered within the program described, services provided and objectives identified. Consider this criteria if the reviewer is unsure whether to rate the population.

**Assign: 0 to 2 points**

### **Rating Category 5: Evaluation**

Consider the following:

- Is the evaluation described in sufficient detail that the reviewer can envision what would be reported?
- Is there any mention of how evaluation results will be reported and how often?
- Are evaluation outcomes measureable?
- Are methods of data collection and analysis provided, and are they appropriate to identified outcomes?

**Assign: 0 to 4 points**

### **Rating Category 6: Grant Management Experience in Last Two Years**

The number of previous grants implies grant management capacity, organizational sustainability, and visibility in the community.

**Assign Points as follows:**

- 0-2 grants = 0 points
- 3-5 grants = 1 point
- 6-9 grants = 2 points
- 10+ grants = 3 points

## **Attachment 1: Oakland Park Grant Application Scoring Description**

**Possible total points = 20.** Reviewers agreed that they could assign half points (e.g. 2.5) if they are unable to decide between two whole numbers.



## FY 2010 to FY 2017 - Aid Awarded to Non-Profits

Organization	FY 10 Awarded	FY 11 Awarded	FY 12 Awarded	FY 13 Awarded	FY 14 Awarded	FY 15 Awarded	FY 16 Awarded	FY 17 Awarded
2-1-1 First Call for Help	\$5,500	\$7,000	\$8,000	\$8,000	\$10,000	\$10,000	\$10,000	\$12,000
Areawide Council on Aging of Broward County	\$16,719	\$17,225	\$18,177	\$17,409	\$17,409	\$17,351	\$17,351	\$15,000
Broward Regional Health Partnership							\$16,002	
Center for Independent Living								\$15,000
Covenant House								\$15,000
Family Central	\$23,510	\$23,510	\$23,150	\$23,150	\$17,442	\$17,351		
Junior Achievement of South Florida								\$15,000
Lakes Alzheimer	\$2,704	\$2,704						
Senior Volunteer Services Organization	\$2,500	\$2,500						
Women in Distress of B.C. Inc.	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,500	\$5,000	\$7,000
<b>Total</b>	<b>\$55,933</b>	<b>\$57,939</b>	<b>\$54,327</b>	<b>\$53,559</b>	<b>\$49,851</b>	<b>\$50,202</b>	<b>\$48,353</b>	<b>\$79,000</b>