

## **Agency Budget Review Team (ABRT) FY 20 Application Process, Scoring Criteria, Goals and Outcomes**

### **Background:**

- The City of Charlottesville and Albemarle County have conducted joint ABRT agency application processes since 1991.
- On July 16, 2018, Charlottesville City Council determined the City would conduct a comprehensive review of the ABRT process. While doing so, the City would not conduct an ABRT application process for City funding and instead, currently City-funded ABRT agencies would receive the same amount of funding in FY 20 as the agencies received in FY 19.
- On August 8, 2018, the Board of Supervisors decided to not participate in the City's comprehensive review during FY 19 and that the County would conduct an interim County ABRT agency application process for County funding in FY 20. The County looks forward to the opportunity to conduct a joint-ABRT agency application process with the City in the future. The Board of Supervisors directed County staff to develop an interim ABRT process for FY 20 funding.

### **County's proposed ABRT application process for County funding in FY 20**

Goal: County will conduct a FY 20 agency application process which remains similar to the previous years' ABRT processes while taking into consideration Batten School of Leadership and Public Policy's Consulting Clinic Class's ABRT Assessment conducted for the City of Charlottesville's Department of Human Services (DHS) in November 2017.

### **Proposed FY 20 ABRT Application Process:**

- The FY 20 ABRT application process will be co-managed by the County's Office of Management and Budget (OMB) and the Department of Social Services (DSS).
  - OMB would provide administrative oversight
  - DSS would manage the process, team reviews, and evaluation process
- Applications for ABRT funding would be accepted from mid-September through late October and would continue to use the "Zoom Grants" Application portal used in the past. The portal would be available for applicants through a link on the County's website.
- Applicant programs must serve Albemarle County residents and the application and the County's ranking criteria would remain the same as FY 19.
- Applicant programs rated "Exemplary" by the ABRT for the past two consecutive years would receive an abbreviated review and funding recommendation would be based upon their rating for the past two years and substantially meeting program outcomes.
- Community volunteers would continue to serve on review teams.
- No site visits will be conducted.
- It is recommended that a facilitator be hired by the County to:
  - Manage the application process
  - Provide training for community volunteers
  - Provide technical assistance on Zoom Grants, if needed
  - Provide a summary report
  - Attend Board budget work session in spring

**ABRT Scoring Criteria:**

| <b>ABRT Scoring Criteria</b>                                                                                     |                                                                                                 |           |  |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------|--|
| <b>The program addresses one or more of the County's goals. (Goals included on pages 5-7 of this attachment)</b> |                                                                                                 |           |  |
| <b>If no, STOP</b>                                                                                               |                                                                                                 |           |  |
| <b>The application explains how the program addresses a priority area</b>                                        |                                                                                                 | <b>12</b> |  |
|                                                                                                                  | The application does not describe a meaningful impact on the objective                          | 0         |  |
|                                                                                                                  | The application indicates that some impact can be partially affected by the program             | 4         |  |
|                                                                                                                  | The application describes some impact that can be directly affected by the program              | 8         |  |
|                                                                                                                  | The application describes meaningful impact that can be <b>directly affected</b> by the program | 12        |  |
| <b>The program presents local data to explain the need addressed for the program</b>                             |                                                                                                 | <b>6</b>  |  |
|                                                                                                                  | No data provided                                                                                | 0         |  |
|                                                                                                                  | Only state, regional, or national data provided                                                 | 1         |  |
|                                                                                                                  | Some local data provided by not specific to participants                                        | 2         |  |
|                                                                                                                  | Local data describes community need                                                             | 4         |  |
|                                                                                                                  | Local data describes specific needs of participants                                             | 6         |  |
| <b>The program demonstrates a good understanding of actual participants</b>                                      |                                                                                                 | <b>6</b>  |  |
|                                                                                                                  | The program does not describe participants                                                      | 0         |  |
|                                                                                                                  | The program provides some information about participants                                        | 2         |  |
|                                                                                                                  | The program clearly describes participants                                                      | 4         |  |
|                                                                                                                  | The program clearly describes participants and uses their input for program development         | 6         |  |
| <b>Program strategies address identified needs</b>                                                               |                                                                                                 | <b>10</b> |  |
|                                                                                                                  | The program does not identify how strategies address need                                       | 0         |  |
|                                                                                                                  | The program describes strategies without information about best practices or research.          | 1         |  |
|                                                                                                                  | The program provides information about use of best practices                                    | 2         |  |
|                                                                                                                  | The program describes solid research on the effectiveness of strategies                         | 6         |  |
|                                                                                                                  | There are no evidence-based practices, but the program uses researched best practices.          | 10        |  |
|                                                                                                                  | The program uses evidence-based strategies with fidelity                                        | 10        |  |
| <b>The program implements an evaluation plan</b>                                                                 |                                                                                                 | <b>4</b>  |  |
|                                                                                                                  | The program does not have an evaluation plan, or the plan is insufficient                       | 0         |  |
|                                                                                                                  | The program evaluates some elements of its work, but the evaluation is not thorough             | 2         |  |
|                                                                                                                  | The program has a solid evaluation plan                                                         | 3         |  |

|                                                                  |                                                                                                                                                                                                 |          |  |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
|                                                                  | The program has a rigorous evaluation plan which informs ongoing work                                                                                                                           | 4        |  |
| <b>The program uses appropriate metrics for evaluation</b>       |                                                                                                                                                                                                 | <b>4</b> |  |
|                                                                  | The program does not use metrics; measurements are subjective and/or unreliable or response rate to evaluation tools is inadequate                                                              | 0        |  |
|                                                                  | The program uses some measures of outcomes                                                                                                                                                      | 2        |  |
|                                                                  | The program uses reliable objective measurements                                                                                                                                                | 3        |  |
|                                                                  | The program uses standardized best practice tools for evaluation                                                                                                                                | 4        |  |
| <b>Program participants take part in the evaluation process.</b> |                                                                                                                                                                                                 | <b>4</b> |  |
|                                                                  | The evaluation process does not include participants                                                                                                                                            | 0        |  |
|                                                                  | Some participants have the opportunity to participate in the evaluation process                                                                                                                 | 1        |  |
|                                                                  | A majority of participants have the opportunity to participate in the evaluation process                                                                                                        | 2        |  |
|                                                                  | All participants have the opportunity to participate in the evaluation process                                                                                                                  | 3        |  |
|                                                                  | Because of the nature of the service, it is not appropriate to participate in evaluation.                                                                                                       | 4        |  |
|                                                                  | All participants have the opportunity to participate and are informed of the results                                                                                                            | 4        |  |
| <b>The program provides a financial benefit</b>                  |                                                                                                                                                                                                 | <b>8</b> |  |
|                                                                  | <i>1. Uses local government funds as a match. 2. Generates revenues for the locality. 3. Leverages significant volunteer resources. 4. Prevents the use of alternative higher cost services</i> |          |  |
|                                                                  | The program does not provide a financial benefit                                                                                                                                                | 0        |  |
|                                                                  | The program has limited impact on financial benefit measures                                                                                                                                    | 1        |  |
|                                                                  | The program partially meets 1 financial benefit measure                                                                                                                                         | 2        |  |
|                                                                  | The program partially meets 2 or more financial benefit measures                                                                                                                                | 4        |  |
|                                                                  | The program fully meets one financial benefit measure                                                                                                                                           | 6        |  |
|                                                                  | The program fully meets two or more financial benefit measures.                                                                                                                                 | 8        |  |
| <b>The program collaborates with other organizations.</b>        |                                                                                                                                                                                                 | <b>8</b> |  |
|                                                                  | The program does not collaborate                                                                                                                                                                | 0        |  |
|                                                                  | The program collaborates informally (ex. info-sharing, resource-sharing)                                                                                                                        | 2        |  |
|                                                                  | The program has formal agreements with more than two organizations describing how they cooperate but does not share common deliverables or metrics.                                             | 6        |  |
|                                                                  | The program collaborates with other organizations to achieve a common goal using defined deliverables and metrics (ex. clear accountability, shared management, such as in MOUs)                | 8        |  |

|                                                                                     |                                                                                           |           |  |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------|--|
|                                                                                     |                                                                                           |           |  |
| <b>The program has strategies for outreach to needy and underserved populations</b> |                                                                                           | <b>4</b>  |  |
|                                                                                     | The program does not have strategies.                                                     | 0         |  |
|                                                                                     | Services available to underserved populations but does not conduct outreach.              | 2         |  |
|                                                                                     | The program conducts some outreach and serves underserved populations                     | 3         |  |
|                                                                                     | The program receives participants by referral or mandate and cannot recruit participants. | 4         |  |
|                                                                                     | The program lacks capacity to serve additional people so does not conduct outreach.       | 4         |  |
|                                                                                     | The program has a complete outreach strategy and serves underserved populations           | 4         |  |
| <b>The program effectively engages needy and underserved populations.</b>           |                                                                                           | <b>4</b>  |  |
|                                                                                     | The program does not engage needy and underserved populations                             | 0         |  |
|                                                                                     | The program serves some needy and underserved populations                                 | 2         |  |
|                                                                                     | A majority of those the program serves represent needy and underserved populations.       | 3         |  |
|                                                                                     | Program serves needy/underserved populations& engages them in development/governance.     | 4         |  |
| <b>Proposed outcomes are meaningful</b>                                             |                                                                                           | <b>6</b>  |  |
|                                                                                     | Proposed outcomes are not meaningful or do not address indicators                         | 0         |  |
|                                                                                     | Proposed outcomes have some effect on indicators                                          | 2         |  |
|                                                                                     | Proposed outcomes have a positive effect on indicator                                     | 4         |  |
|                                                                                     | Proposed outcomes will have a strong positive effect on indicator                         | 6         |  |
| <b>Current outcomes are achieved.</b>                                               |                                                                                           | <b>10</b> |  |
|                                                                                     | Outcomes were not reported or not achieved.                                               | 0         |  |
|                                                                                     | Some projected outcomes were achieved                                                     | 2         |  |
|                                                                                     | Majority of outcomes meet most projections and those not met are explained.               | 6         |  |
|                                                                                     | Current outcomes fully meet or exceed projections                                         | 10        |  |
| <b>The program is fiscally sound.</b>                                               |                                                                                           | <b>4</b>  |  |
|                                                                                     | Program operates at a deficit with no explanation on how to cover the deficit             | 0         |  |
|                                                                                     | Program operates at a deficit with explanation of how agency funds will cover             | 1         |  |
|                                                                                     | Program has sufficient budget, but some sources/amounts not confirmed                     | 2         |  |
|                                                                                     | Program has sufficient sources and sources/amounts consistent with previous years         | 3         |  |
|                                                                                     | Program has sufficient, sustainable resources and reserves                                | 4         |  |

|                                                                         |                                                                                        |              |  |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------|--|
|                                                                         |                                                                                        |              |  |
| <b>The organization is fiscally sound.</b>                              |                                                                                        | <b>5</b>     |  |
|                                                                         | Organization operates at a deficit with no explanation on how to cover the deficit     | 0            |  |
|                                                                         | Organization has sufficient budget, but some sources/amounts not confirmed             | 2            |  |
|                                                                         | Organization has sufficient sources and sources/amounts consistent with previous years | 3            |  |
|                                                                         | Organization has sufficient, sustainable resources and reserves                        | 4            |  |
| <b>The program responded to comments raised by the ABRT in the past</b> |                                                                                        | <b>5</b>     |  |
|                                                                         | The program did not respond                                                            | 0            |  |
|                                                                         | The program gave a partial response                                                    | 1<br>to<br>4 |  |
|                                                                         | The program had no comments previous application or completely addressed all concerns. | 5            |  |
|                                                                         |                                                                                        | <b>100</b>   |  |

**Albemarle County's ABRT Goals and Outcome Metrics for Applicants\***

*\*These goals were identified for FY 19 and may be updated to reflect adjustments made to County's Strategic Plan goals on September 7, 2018.*

**Long Term Strategic Goal: Educational Opportunities Provide lifelong learning opportunities for all our citizens**

1. # & % of children in a program who meet kindergarten readiness benchmarks as measured by a standardized instrument. (name of instrument to be specified by program)
2. # & % of students in a program who maintain or improve academic skills as measured by SOL scores or other standardized instrument (name of instrument to be specified by program).
3. # & % of youth in a program who graduate from high school on time
4. # & % of students in a program who enroll in college, enter a vocational program, and/or achieve employment within six months of high school graduation,

**Long Term Strategic Goal: Quality Government Operations "Ensure County government's capacity to provide high quality service that achieves community priorities"**

Objective A: Determine which specific DSS/Human Services programs have best potential to positively impact most significant issues challenging the community and consider how to increase support for those

A1: Provide services that assist in improving employability and/or achieve self-sufficiency

## Attachment C

5. # & % of program participants who obtain/ retain self-sufficient, living wage employment.
6. # & % of program participants obtaining improved skills, post-secondary education, credentials, or industry-specific credentials
7. # & % of program participants with increased financial health as measured by a standardized instrument (instrument to be specified by program)
8. # & % of program participants facing a financial crisis or one time need whose need is mitigated.

### A2: Provide for a continuum of housing interventions with overall goal of achieving safe, affordable and permanent housing for at-risk individuals and families;

9. # & % of program participants at risk of experiencing a housing crisis or homelessness who are sheltered.
10. # & % of program participants for whom affordable housing is created, preserved, maintained, improved, or restored.

### A3: Provide medical and dental support for low income individuals and families;

11. # & % of program participants who access health care who demonstrate progress as measured by a standardized instrument (instrument to be specified by program)
12. # & % of program participants in need of health care who receive care at the appropriate community-based level
13. # & % of program participants whose access to health care is preserved, improved, or restored
14. # & % of program participants with improved healthy eating and/or physical activity as measured by a standardized instrument (instrument to be specified by program)

### A4: Provide services that address needs of at-risk children and youth, and their families

15. # & % of children in the program who experience positive parent-child interactions as measured by a standardized instrument. (name of instrument to be specified by program)

### A5: Provide supportive services for victims of abuse, neglect or violence

16. # & % of program participants who experience a decrease in trauma symptoms as measured by a standardized instrument (instrument to be specified by program)
17. # & % of program participants in need of safety planning who implement a safety plan.
18. # & % of program participants who do not experience re-victimization in a period of time to be specified by the program

### A6: Provide support for persons interacting with the legal or criminal justice system

19. # & % of children in the program with no instances or a decreased number of instances of suspension or expulsion.

20. # & % of program participants who do not reoffend

21. # & % of participants with avoidance of or mitigation of risk factors as measured by a standardized instrument (risk factor and name of instrument to be specified by program)

**Long Term Strategic Goal: Economic Prosperity. Foster an environment that stimulates diversified job creation, capital investments, and tax revenues that support community goals**

22. # & % of program participants who start new businesses

23. # & % of program participants whose existing business have sustained growth

**Additional Metric for Planning and Technical Assistance Programs**

24. # & % of program participants receiving technical assistance who improve the quality of services to address strategic goals as measured by a standardized instrument (instrument to be specified by program)