

2019/2020

Partnering For Results Review Panel Instructions

A. Introduction

The Lee County Partnering for Results Review Panel is a Lee County Board of County Commissioners advisory committee. It works with Human & Veteran Services to evaluate applications from nonprofit organizations that are seeking funding to provide the outcome-focused services in which they specialize.

The Partnering for Results Program is a means for Lee County government to extend its services to the community through partners offering specialized programs. The program is designed to assist Lee County residents to attain, restore or preserve their highest potential of functional abilities, independence, and quality of life, in the least restrictive setting, and to achieve their highest potential by improving their abilities to make safe, responsible decisions and reduce safety risks.

These instructions are intended to provide the review panel with an understanding of the application process, scoring tools and funding criteria that should be used to guide their evaluation of applications.

B. Partnering For Results General Process

Each year, as funds permit and based on its priorities, the Board allocates funding for the PFR program. A Notice of Funding Availability is advertised so that non-profit organizations can apply for funding through a uniform application process. The application is intended to provide organizations the opportunity to demonstrate how its capacity and programs will positively address a community need. Programs should deliver measurable services to specific populations, and produce measurable outcomes.

Applications are received and reviewed by the Human and Veteran Services (HVS) staff to ensure that organizational and funding threshold qualifications are met. HVS coordinates for the application review by grouping the applications and randomly selecting review teams. During the FY 2019-2020 funding cycle, applications will be divided into 2 categories: 1) children-related services applications and 2) all other service applications. Teams will be selected to review the children-related service applications, while all other applications will be distributed among the other teams.

As part of the training, reviewers are provided the PFR Scoring Rubric to inform their application review and scoring. Reviewers are encouraged to score applicants based on the merit of the organization and its program as described in application and supporting documentation. Applications will be scored individually and reviewed as a team for consensus evaluation. The review teams' recommendations and other relevant information are assembled by the HVS team for a Board review. The Board makes the final choice of organizations and their amount of funding.

Other Review Panel Guidelines:

1. No verbal or written communication is allowed among the applicant organizations and reviewers during the scoring period.
2. Applications that fail to meet the minimal organizational and funding qualification as determined by HVS staff after the initial application review will be forwarded to the HVS Director and Senior County Administrator for a secondary review. If they concur, those applicants will not be forwarded to the review panel for review.

C. Partnering for Results Review Process and Instruction

Individual team members will be allocated 2-4 weeks to review and score all assigned applications. Specific strengths, weaknesses and rationale for scores assigned should be recorded in the scoring tool. The team will then meet publicly to discuss the individual scores and develop a team consensus score for each application.

Team Scoring Meetings

- HVS staff will provide a spreadsheet, which shows the mean (average) of all team members' scores.
*When discussing an application, **first review the average scores. If the average scores are acceptable to everyone, further discussion regarding the scores is optional.***
- Each team will select a Team Leader who will facilitate the team meetings, and ensure that each application is scored and comments are collected.
- Each team will also select a Recorder who will record the team score.
The Recorder will also summarize key strengths and weaknesses of each Application if comments were not already included by the individual scorer on the scoring tool.
- The team scores, notes, application summary sheets and recommendations will be submitted to HVS staff.
The notes/comments will be provided as feedback to the applicant organization.
- Applicant organizations will be notified of the meeting date and may be present during the team scoring meetings. However, applicant organizations may not provide any additional verbal or written clarification. Public comment is allowed at the end of each meeting.

NOTE: It is not necessary to go over each question on the evaluation tool during the team meetings. It is only necessary to reach a consensus score for each Application. Members do not need to change their individual scores as long as a group consensus is achieved.

Final Review Panel Meeting

- The final meeting of the entire review panel will be held to rank all applications, based upon the team scores.
- After ranking, the panel will develop a final set of recommendations to be submitted to the Board of County Commissioners for consideration.
- Review panel members must attend this meeting.
- Applicant organizations will be notified of the meeting date and may be present during the final review panel meeting. However, applicant organizations may not provide any additional verbal or written clarification. Public comment is allowed at the end of each meeting.

NOTE: There must be a quorum present in order to finalize the recommendation that will be submitted.

D. Panel Member Instructions/Responsibilities

Each review panel member will:

- Be aware of the overall meeting and review schedule and allocate time accordingly to review and score the assigned Applications prior to the scheduled meeting and attend all scheduled meetings.
- Read the PFR Scoring Rubric carefully in advance of reading and scoring individual Applications to be fully aware of the evaluation criterion and maximum points that can be allocated to each Section.
- Use the PFR Scoring Rubric to score each Application prior to the scheduled team meetings. The scoring can be completed on-line (**this is preferred**). Individual scores for applications must be submitted in CSN or to Maxine Gibbs via email at mgibbs@leegov.com, **prior to the assigned deadline**. *If the scoring is completed on-line, hard copies do not need to be submitted via email.*
- Bring notes, comments, and completed PFR Scoring Rubric to each team meeting.
- Be prepared to discuss the strengths, weaknesses and scores assigned to each individual Application.
- Listen carefully to the comments of other team members and agree upon a **team consensus** score, and summary of strengths and weaknesses.

E. Additional Information

Additional information can be found at: <http://www.leegov.com/dhs/pfr/review>