

**FY 2025 Annual Contract Evaluation and Recommendation for Continuation Funding**

**FINAL**

Agency: \_\_\_\_\_

Program: \_\_\_\_\_

Contract/Program Manager: \_\_\_\_\_

Contract is a Lead Agency with Collaborative Subcontractors  Yes  No

Contract Activities	Comments/Explanations: Note best practices and plans to improve	Max Pts	Pts Awarded	Rater Initials																																																																																																																															
<p><b>I. Service Level Achievement:</b> <i>(# of participants served follow # contracted to serve)</i></p> <p><b>Number of outcomes used to score:</b></p> <p>Completed by: Research Representative Rated on: Final year-end data</p>	<p>Performance on each contracted outcome is scored separately and summed.</p> <table border="1" data-bbox="590 467 1522 906"> <thead> <tr> <th>Service Level</th> <th colspan="10"># of Outcomes</th> </tr> <tr> <th>% of target</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> </tr> </thead> <tbody> <tr> <td>95%-100%</td> <td>12.00</td> <td>6.00</td> <td>4.00</td> <td>3.00</td> <td>2.40</td> <td>2.00</td> <td>1.71</td> <td>1.50</td> <td>1.33</td> <td>1.20</td> </tr> <tr> <td>93%-94%</td> <td>10.00</td> <td>5.00</td> <td>3.33</td> <td>2.50</td> <td>2.00</td> <td>1.67</td> <td>1.43</td> <td>1.25</td> <td>1.11</td> <td>1.00</td> </tr> <tr> <td>91%-92%</td> <td>8.00</td> <td>4.00</td> <td>2.67</td> <td>2.00</td> <td>1.60</td> <td>1.33</td> <td>1.14</td> <td>1.00</td> <td>0.89</td> <td>0.80</td> </tr> <tr> <td>89%-90%</td> <td>6.00</td> <td>3.00</td> <td>2.00</td> <td>1.50</td> <td>1.20</td> <td>1.00</td> <td>0.86</td> <td>0.75</td> <td>0.67</td> <td>0.60</td> </tr> <tr> <td>87%-88%</td> <td>4.00</td> <td>2.00</td> <td>1.33</td> <td>1.00</td> <td>0.80</td> <td>0.67</td> <td>0.57</td> <td>0.50</td> <td>0.44</td> <td>0.40</td> </tr> <tr> <td>85%-86%</td> <td>2.00</td> <td>1.00</td> <td>0.67</td> <td>0.50</td> <td>0.40</td> <td>0.33</td> <td>0.29</td> <td>0.25</td> <td>0.22</td> <td>0.20</td> </tr> <tr> <td>Below 85%</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> <table border="1" data-bbox="590 922 1522 1198"> <thead> <tr> <th>Outcome</th> <th>Contract</th> <th>Achieved</th> <th>Points</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><i>Enter Comments Here:</i></p>	Service Level	# of Outcomes										% of target	1	2	3	4	5	6	7	8	9	10	95%-100%	12.00	6.00	4.00	3.00	2.40	2.00	1.71	1.50	1.33	1.20	93%-94%	10.00	5.00	3.33	2.50	2.00	1.67	1.43	1.25	1.11	1.00	91%-92%	8.00	4.00	2.67	2.00	1.60	1.33	1.14	1.00	0.89	0.80	89%-90%	6.00	3.00	2.00	1.50	1.20	1.00	0.86	0.75	0.67	0.60	87%-88%	4.00	2.00	1.33	1.00	0.80	0.67	0.57	0.50	0.44	0.40	85%-86%	2.00	1.00	0.67	0.50	0.40	0.33	0.29	0.25	0.22	0.20	Below 85%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Outcome	Contract	Achieved	Points																									<p><b>12</b></p>		
Service Level	# of Outcomes																																																																																																																																		
% of target	1	2	3	4	5	6	7	8	9	10																																																																																																																									
95%-100%	12.00	6.00	4.00	3.00	2.40	2.00	1.71	1.50	1.33	1.20																																																																																																																									
93%-94%	10.00	5.00	3.33	2.50	2.00	1.67	1.43	1.25	1.11	1.00																																																																																																																									
91%-92%	8.00	4.00	2.67	2.00	1.60	1.33	1.14	1.00	0.89	0.80																																																																																																																									
89%-90%	6.00	3.00	2.00	1.50	1.20	1.00	0.86	0.75	0.67	0.60																																																																																																																									
87%-88%	4.00	2.00	1.33	1.00	0.80	0.67	0.57	0.50	0.44	0.40																																																																																																																									
85%-86%	2.00	1.00	0.67	0.50	0.40	0.33	0.29	0.25	0.22	0.20																																																																																																																									
Below 85%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00																																																																																																																									
Outcome	Contract	Achieved	Points																																																																																																																																

**FY 2025 Annual Contract Evaluation and Recommendation for Continuation Funding**

**FINAL**

Contract Activities	Comments/Explanations: Note best practices and plans to improve	Max Pts	Pts Awarded	Rater Initials																																																																																																																															
<p><b>2. Outcomes or Contract Deliverables:</b></p> <p><i>(% of contracted outcome results achieved)</i></p> <p><b>Number of outcomes used to score:</b></p> <p>Check here if baseline data <input type="checkbox"/></p> <p>Completed by: Research Representative Rated on: Final year-end data</p>	<p>Performance on each contracted outcome is scored separately and summed.</p> <table border="1" data-bbox="590 370 1522 852"> <thead> <tr> <th data-bbox="590 370 741 443">Outcome Level</th> <th colspan="10" data-bbox="741 370 1522 443"># of Outcomes</th> </tr> <tr> <th data-bbox="590 443 741 483">% of target</th> <th data-bbox="741 443 821 483">1</th> <th data-bbox="821 443 900 483">2</th> <th data-bbox="900 443 980 483">3</th> <th data-bbox="980 443 1060 483">4</th> <th data-bbox="1060 443 1140 483">5</th> <th data-bbox="1140 443 1220 483">6</th> <th data-bbox="1220 443 1299 483">7</th> <th data-bbox="1299 443 1379 483">8</th> <th data-bbox="1379 443 1459 483">9</th> <th data-bbox="1459 443 1522 483">10</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 483 741 524">95%-100%</td> <td data-bbox="741 483 821 524">28.00</td> <td data-bbox="821 483 900 524">14.00</td> <td data-bbox="900 483 980 524">9.33</td> <td data-bbox="980 483 1060 524">7.00</td> <td data-bbox="1060 483 1140 524">5.60</td> <td data-bbox="1140 483 1220 524">4.67</td> <td data-bbox="1220 483 1299 524">4.00</td> <td data-bbox="1299 483 1379 524">3.50</td> <td data-bbox="1379 483 1459 524">3.11</td> <td data-bbox="1459 483 1522 524">2.80</td> </tr> <tr> <td data-bbox="590 524 741 565">93%-94%</td> <td data-bbox="741 524 821 565">23.33</td> <td data-bbox="821 524 900 565">11.67</td> <td data-bbox="900 524 980 565">7.78</td> <td data-bbox="980 524 1060 565">5.83</td> <td data-bbox="1060 524 1140 565">4.67</td> <td data-bbox="1140 524 1220 565">3.89</td> <td data-bbox="1220 524 1299 565">3.33</td> <td data-bbox="1299 524 1379 565">2.92</td> <td data-bbox="1379 524 1459 565">2.59</td> <td data-bbox="1459 524 1522 565">2.33</td> </tr> <tr> <td data-bbox="590 565 741 605">91%-92%</td> <td data-bbox="741 565 821 605">18.67</td> <td data-bbox="821 565 900 605">9.33</td> <td data-bbox="900 565 980 605">6.22</td> <td data-bbox="980 565 1060 605">4.67</td> <td data-bbox="1060 565 1140 605">3.73</td> <td data-bbox="1140 565 1220 605">3.11</td> <td data-bbox="1220 565 1299 605">2.67</td> <td data-bbox="1299 565 1379 605">2.33</td> <td data-bbox="1379 565 1459 605">2.07</td> <td data-bbox="1459 565 1522 605">1.87</td> </tr> <tr> <td data-bbox="590 605 741 646">89%-90%</td> <td data-bbox="741 605 821 646">14.00</td> <td data-bbox="821 605 900 646">7.00</td> <td data-bbox="900 605 980 646">4.67</td> <td data-bbox="980 605 1060 646">3.50</td> <td data-bbox="1060 605 1140 646">2.80</td> <td data-bbox="1140 605 1220 646">2.33</td> <td data-bbox="1220 605 1299 646">2.00</td> <td data-bbox="1299 605 1379 646">1.75</td> <td data-bbox="1379 605 1459 646">1.56</td> <td data-bbox="1459 605 1522 646">1.40</td> </tr> <tr> <td data-bbox="590 646 741 686">87%-88%</td> <td data-bbox="741 646 821 686">9.33</td> <td data-bbox="821 646 900 686">4.67</td> <td data-bbox="900 646 980 686">3.11</td> <td data-bbox="980 646 1060 686">2.33</td> <td data-bbox="1060 646 1140 686">1.87</td> <td data-bbox="1140 646 1220 686">1.56</td> <td data-bbox="1220 646 1299 686">1.33</td> <td data-bbox="1299 646 1379 686">1.17</td> <td data-bbox="1379 646 1459 686">1.04</td> <td data-bbox="1459 646 1522 686">0.93</td> </tr> <tr> <td data-bbox="590 686 741 727">85%-86%</td> <td data-bbox="741 686 821 727">4.67</td> <td data-bbox="821 686 900 727">2.33</td> <td data-bbox="900 686 980 727">1.56</td> <td data-bbox="980 686 1060 727">1.17</td> <td data-bbox="1060 686 1140 727">0.93</td> <td data-bbox="1140 686 1220 727">0.78</td> <td data-bbox="1220 686 1299 727">0.67</td> <td data-bbox="1299 686 1379 727">0.58</td> <td data-bbox="1379 686 1459 727">0.52</td> <td data-bbox="1459 686 1522 727">0.47</td> </tr> <tr> <td data-bbox="590 727 741 768">Below 85%</td> <td data-bbox="741 727 821 768">0.00</td> <td data-bbox="821 727 900 768">0.00</td> <td data-bbox="900 727 980 768">0.00</td> <td data-bbox="980 727 1060 768">0.00</td> <td data-bbox="1060 727 1140 768">0.00</td> <td data-bbox="1140 727 1220 768">0.00</td> <td data-bbox="1220 727 1299 768">0.00</td> <td data-bbox="1299 727 1379 768">0.00</td> <td data-bbox="1379 727 1459 768">0.00</td> <td data-bbox="1459 727 1522 768">0.00</td> </tr> </tbody> </table> <table border="1" data-bbox="590 868 1522 1149"> <thead> <tr> <th data-bbox="590 868 1081 909">Outcome</th> <th data-bbox="1081 868 1249 909">Benchmark</th> <th data-bbox="1249 868 1417 909">Achieved%</th> <th data-bbox="1417 868 1522 909">Points</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p data-bbox="590 1190 861 1222"><i>Enter Comments Here:</i></p>	Outcome Level	# of Outcomes										% of target	1	2	3	4	5	6	7	8	9	10	95%-100%	28.00	14.00	9.33	7.00	5.60	4.67	4.00	3.50	3.11	2.80	93%-94%	23.33	11.67	7.78	5.83	4.67	3.89	3.33	2.92	2.59	2.33	91%-92%	18.67	9.33	6.22	4.67	3.73	3.11	2.67	2.33	2.07	1.87	89%-90%	14.00	7.00	4.67	3.50	2.80	2.33	2.00	1.75	1.56	1.40	87%-88%	9.33	4.67	3.11	2.33	1.87	1.56	1.33	1.17	1.04	0.93	85%-86%	4.67	2.33	1.56	1.17	0.93	0.78	0.67	0.58	0.52	0.47	Below 85%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Outcome	Benchmark	Achieved%	Points																									<p><b>28</b></p>		
Outcome Level	# of Outcomes																																																																																																																																		
% of target	1	2	3	4	5	6	7	8	9	10																																																																																																																									
95%-100%	28.00	14.00	9.33	7.00	5.60	4.67	4.00	3.50	3.11	2.80																																																																																																																									
93%-94%	23.33	11.67	7.78	5.83	4.67	3.89	3.33	2.92	2.59	2.33																																																																																																																									
91%-92%	18.67	9.33	6.22	4.67	3.73	3.11	2.67	2.33	2.07	1.87																																																																																																																									
89%-90%	14.00	7.00	4.67	3.50	2.80	2.33	2.00	1.75	1.56	1.40																																																																																																																									
87%-88%	9.33	4.67	3.11	2.33	1.87	1.56	1.33	1.17	1.04	0.93																																																																																																																									
85%-86%	4.67	2.33	1.56	1.17	0.93	0.78	0.67	0.58	0.52	0.47																																																																																																																									
Below 85%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00																																																																																																																									
Outcome	Benchmark	Achieved%	Points																																																																																																																																

**FY 2025 Annual Contract Evaluation and Recommendation for Continuation Funding**

**FINAL**

<b>Contract Activities</b>	<b>Comments/Explanations: Note best practices and plans to improve</b>	<b>Max Pts</b>	<b>Pts Awarded</b>	<b>Rater Initials</b>
<p><b>3. Data Integrity Check</b></p> <p>Check Date:</p> <p>Check here if data was corrected <input type="checkbox"/></p> <p>Date:</p> <p>Completed by: Contract/Program Manager</p> <p>Rated on: Data Integrity Check report</p>	<p><b>Score One:</b> (Accuracy of Sample = # Correct Data Elements/Total # Data Elements)</p> <p>___ 95% - 100% accuracy (12 points)</p> <p>___ 90% -94% accuracy (8 points)</p> <p>___ Less than 90% accuracy (0 points)</p> <p><b>Score 1 point for each:</b></p> <p>___ Administration of all measures follows measurement tool protocol/guidelines or program evaluation procedures</p> <p>___ Completed measures contain all necessary information for participant identification</p> <p>___ Completed measures contain all necessary information including documentation for accurate scoring</p> <p><i>Enter Comments Here:</i></p>	<b>15</b>		
<p><b>4. Fiscal Reporting:</b> (Deduct from total points allowable the % of budget to actual reports received without accurate information and budget to actual reports not received on time by total number of reports received).</p> <p>Completed by: Fiscal Representative</p> <p>Rated on: Q1, Q2 &amp; Q3 reports</p>	<p>___ Budget to actual reports were received by the deadline. (0, 1, or 2 points)</p> <p>___ Budget to actual reports contain accurate information. (0, 1, or 2 points)</p> <p><i>Enter Comments Here:</i></p>	<b>4</b>		
<p><b>5. Fiscal Reimbursements:</b> (Deduct from total points allowable the % of those reimbursement forms received without accurate information by total number of reports received).</p> <p>Completed by: Fiscal Representative</p> <p>Rated on: Completed activities through Q3 Reimbursement Request.</p>	<p>___ Reimbursement requests contain accurate information. (0, 1, 2 or 3 points)</p> <p><b>Score One:</b></p> <p>___ The provider is consistently more than one month behind in submitting reimbursement requests. (0 points)</p> <p>___ The provider consistently submits a reimbursement request for a given month by the last day of the following month. (1 point)</p> <p>___ The provider consistently submits a reimbursement request for a given month by the 15<sup>th</sup> day of the following month. (2 points)</p> <p><i>Enter Comments Here:</i></p>	<b>5</b>		

**FY 2025 Annual Contract Evaluation and Recommendation for Continuation Funding**

**FINAL**

<b>Contract Activities</b>	<b>Comments/Explanations: Note best practices and plans to improve</b>	<b>Max Pts</b>	<b>Pts Awarded</b>	<b>Rater Initials</b>
<b>6. Fiscal Compliance with General Terms and Conditions:</b> Completed by: Fiscal Representative Rated on: Completed activities through Q3 Reimbursement Request or activity.	___ Timely notification of loss of other Program funds. (0 or 1 point) ___ CBHC prior approval for spending outside of the budget. (0, 1, or 2 points) ___ CBHC obtained contract notifications or pre-approved contract changes. (0, 1, or 2 points) ___ Most current agency audit submitted on time (0 or 1 point). <i>Enter Comments Here:</i>	<b>6</b>		

<b>Score Summary</b>	<b>Additional Comments</b>	<b>Max Pts</b>	<b>Pts Awarded</b>	<b>Rater Initials</b>
<b>Total Score from Initial</b>	<i>Initial Score</i>	<b>30</b>		
<b>Total Points Final</b>	<i>Enter Additional Comments Here:</i>	<b>70</b>		
<b>Total Score</b>	<i>Initial + Final</i>	<b>100</b>		

**Final Recommendation**

- \_\_\_ Continue funding effective October 1 (*Total score result is 85 points or higher*)
- \_\_\_ Continue funding effective October 1 – may include contract modification(s) (*Total score is between 70 and 84 points*)
- \_\_\_ Continue funding effective October 1 – may include Provider Improvement Plan process (*Total score is less than 70 points*)
- \_\_\_ Other Determination

**FY 2025 Annual Contract Evaluation and Recommendation for Continuation Funding**

**FINAL**

	<b>Comments/Explanations should reflect best practices and plans to improve</b>
<p><b>7. Agency Audit</b> (for direct contracts and lead agencies only)                      Completed by: Fiscal Representative                      Rated on: Year-end audit</p>	<p><b><u>Check one (If opinion status not selected, comments required):</u></b>  <input type="checkbox"/> Unmodified opinion with no comments or findings  <input type="checkbox"/> Unmodified opinion with comments  <input type="checkbox"/> Unmodified opinion with findings  <input type="checkbox"/> Qualified opinion  <input type="checkbox"/> Other (specify in comments)  <i>Enter Comments Here:</i></p>
<p><b>8. ASO Provider Monitoring</b>                      Check here if <i>not applicable</i> <input type="checkbox"/>                      Completed by: Contract/Program Manager (in conjunction with ASO team)                      Rated on: Data from ASO monitoring</p>	<p><b><u>Indicate “yes” or “no” for each item:</u></b>  <input type="checkbox"/> Adherence to ASO Policies and Procedures  <input type="checkbox"/> Service or support tied back to a family support plan. Indicate % _____  <input type="checkbox"/> Documentation found in client file to substantiate ASO expenditures  <input type="checkbox"/> Funds returned if any. Indicate \$ amount _____                      If any of these objectives were not met describe in comments  <i>Enter Comments Here:</i></p>
<p><b>9. Provider Improvement Plan</b>                      Completed by: Contract/Program Manager                      Rated on: Completed activities through September 30.</p>	<p><b><u>Check one:</u></b>  <input type="checkbox"/> Not Applicable  <input type="checkbox"/> Completed Successfully  <input type="checkbox"/> Not Completed Successfully  <input type="checkbox"/> In Progress (continuing into next fiscal year)</p>

**Did Agency Audit, ASO, or Provider Improvement Plan results change the continuation funding recommendation?**  Yes  No

- Continue funding effective October 1
- Continue funding effective October 1 – may include contract modification(s)
- Continue funding effective October 1 – may include Provider Improvement Plan process
- Other Determination

*Enter Comments Here:*

**FY 2025 Annual Contract Evaluation and Recommendation for Continuation Funding**

**FINAL**

**Projected Funding Allocation**

---

FY 2025 Contract Amount: \$

ASO Allocation: \$

FY 2026 Continuation Contract Amount: \$

ASO Allocation: \$

**Explain any amount difference** including impact to program or if contract is ending (i.e. changes to service levels, outcomes and/or ASO allocations)

*Enter Comments Here:*

**Type of Recommended Contract:**  Investment (more than \$800,000)  Uniting (\$200,000 – \$799,999)  Leading (\$10,000 - \$199,999)

*Contract/Program Manager Signature and Date:* \_\_\_\_\_

*Director of Finance Signature and Date:* \_\_\_\_\_

*Director of Programs Signature and Date:* \_\_\_\_\_

*Director of Strategic Initiatives Signature and Date:* \_\_\_\_\_

**FY 2025 Annual Contract Evaluation and Recommendation for Continuation Funding**

**FINAL**

<b>For Lead Agent with funded sub-contracts only (calculate separately from final score):</b>				
<b>Collaborative Functioning / Lead Agent Compliance:</b>	<b>Score 0 or 1 for each: Programmatic Subtotal: ___</b>	<b>Max 10</b>	<b>Pts Awarded</b>	<b>Rater Initial</b>
<p><i>Check if <b>not</b> applicable</i></p> <input type="checkbox"/> <p>Completed by: Contract/Program Manager Rated on: Completed activities through September 30.</p>	<p>___ Cooperation – Evidence that partnership improves service delivery. <i>Enter Example Here:</i></p> <p>___ Coordination – Combined resources to maximize operational efficiencies. <i>Enter Example Here:</i></p> <p>___ Collaboration – Collectively applying a pool of seamless resources to meet family outcomes (including but not limited to collaborative staff training). <i>Enter Example Here:</i></p> <p>___ Sharing staff across partnership to meet program needs and goals. <i>Enter Example Here:</i></p> <p>___ Subcontractor personnel included in CBHC contract negotiations. <i>Enter Example Here:</i></p> <p><b>Score 5 if yes for ALL items, 0 if not. Place “X” if done. Contractual Subtotal: ___</b></p> <p>___ Lead informs subcontractors of CBHC notifications, requests or meeting notices.</p> <p>___ Lead agent and subcontractor representatives attend CBHC training and/or meetings.</p> <p>___ Subcontract agreements were executed and included all applicable special conditions and CBHC General Terms and Conditions as an attachment.</p> <p>___ Subcontract agreements submitted to CBHC within 30 days of contract execution.</p> <p>___ Lead agent completed sub-contractor(s) fiscal site visits.</p> <p><i>Enter Comments Here:</i></p>			

Maintain Lead Agency Status:  YES  NO if no, explain:

Maintain All Sub-Contract Status:  YES  NO if no, explain:

*Enter Comments Here:*

\_\_\_ Score of 7 -10 indicates good standing

\_\_\_ Score of 6 or below indicates need to address areas of improvement with a collaborative action plan