

# COMMUNITY CLIMATE INVESTMENT ENTITY REQUEST FOR APPLICATIONS

## ATTACHMENT C - REFERENCE CHECK FORM

Applicant Name:

Reference Entity:

Reference Contact Name:

Contact Telephone Number:

Contact Email Address:

In checking references, Agency may ask additional questions not listed below.

Please rate the following questions on a scale of 0-10:

0 = Not satisfied      5 = Moderately satisfied      10 = Extremely satisfied.

1. How would you rate the Applicant's overall quality of services or projects provided and your overall relationship with the Applicant?

Score:

Comments:

2. How would you rate the Applicant's implementation of services or projects?

Score:

Comments:

3. How would you rate the Applicant's responsiveness?

Score:

Comments:

4. How would you rate the Applicant's financial systems and management?

Score:

Comments:

5. In what way(s) did you partner or work with the Applicant?

Comments:

6. For how long and to what extent did you partner or work with the Applicant in the instances listed above in Question 1?

Comments:

7. Describe the Applicant's approach to building relationships and trust within Oregon communities.

Comments:

8. Describe your satisfaction with the business relationship with the Applicant.

Score:

Comments:

9. Describe any issues that arose during your business relationship with the Applicant. Elaborate on the Applicant's methods for problem resolution and if the issues were successfully resolved.

Comments:

10. Describe the Applicant's ability to adapt.

Comments:

11. How likely would you partner or work with the Applicant again?

Comments:

12. What do you feel are the greatest strengths of this Applicant?

Comments:

13. What do you feel are areas for improvement for this Applicant?

Comments:

14. How well did the Applicant communicate any necessary changes to a plan, timeline, or budget related to the work or partnership together?

Comments:

**15.** How did Applicant’s estimates of their projects compare to the actual, final costs?

Comments: