

Requests for Funding Evaluation Criteria

CDBG/HOME Taskforce PY26

Applicant/Proposed Activity:

<i>Category</i>	<i>Exceeds (4 pts)</i>	<i>Meets (3 pts)</i>	<i>Approaching (2 pts)</i>	<i>Developing (1 pt)</i>	<i>Total</i>
1. Program Description / Scope of Work	④ Provides a clear description and clearly explains how it will address one or more Council priorities	③ Provides a description that adequately explains how it will address one or more Council priorities	② Provides a description that somewhat explains how it will address one or more Council priorities	① Provides a vague and/or unclear description and little explanation as to how it addresses Council priorities	
2. Program Goal(s)	④ Provides a clear explanation of the programs goal(s). Identifies what services will be provided and to whom. Provides clear demographic information of the intended beneficiaries and how they will meet the income guidelines	③ Provides an adequate explanation of the programs goal(s)	② Minimally or somewhat explains the program's goal(s)	① Goal is missing and/or not clearly explained. Identification of beneficiaries, number of beneficiaries, demographic information, and information about how the beneficiaries will meet the income guidelines is vague and/or missing	
3. Demonstration of Need	④ Clearly describes how the program will directly address the important needs; Provides local data to describe the needs of the community and beneficiaries	③ Adequately describes how the program will directly address the needs using some local data to describe the needs of the community and the beneficiaries	② Description of need needs improvement; Only state, regional, or national data provided, data not specific to clients	① Does not describe how the program will directly address the needs and/or does not provide data to describe the needs of the community and the beneficiaries	
4. Projected Outcomes	④ Clearly explains how proposed outcomes will be meaningful, client-focused and related to the service(s) being provided	③ Adequately explains how proposed outcomes will be meaningful, client-focused and related to the service(s) being provided	② Explanation of how proposed outcomes will be meaningful, client-focused and related to the service(s) being provided needs improvement	① Does not explain how proposed outcomes will be meaningful, client-focused and/or related to the service(s) being provided	

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5. Implementation Strategies	④ Provides evidence-based strategies for how the program/project will address the program goal(s)	③ Adequately describes how strategies address program goal(s) using researched best practices strategies at a minimum	② Describes how strategies address program goal(s) without information about best practices or research	① Does not identify how strategies directly support program goal(s)	
6. Implementation Timeline	④ Timeline is detailed and realistic	③ Timeline is adequate	② Timeline is limited or not realistic	① Timeline is unclear, unrealistic and/or missing key details	
7. Evaluation Plan	④ Provides a rigorous evaluation plan which informs ongoing work, explains metrics and why they are used	③ Provides a solid evaluation plan	② Evaluates some elements of its work, but the evaluation is not thorough	① Proposal does not provide an evaluation plan or the plan is insufficient	
8. Eligibility Verification	④ Proposal clearly describes how the applicant will collect and verify all required information	③ Proposal adequately describes how the applicant will collect and verify all required information	② Proposal describes how the applicant will collect and verify some required information	① Proposal does not describe how the applicant will collect and verify any required information	
9. Financial Benefits	④ Proposal thoroughly describes how the program will deliver benefits to its beneficiaries	③ Proposal adequately describes how the program will deliver benefits to its beneficiaries	② Proposal somewhat describes how the program will deliver benefits to its beneficiaries	① Proposal minimally describes how the program will deliver benefits to its beneficiaries	

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10. Collaboration	④ Proposal describes how the program collaborates with other organizations to achieve a common goal using defined deliverables and metrics (eg, clear accountability, shared management, such as MOUs or formal partnership agreements)	③ Proposal describes formal agreements with more than two organizations describing how they cooperate, but does not share common deliverables or metrics	② Proposal describes collaboration informally with other organizations (ex. information sharing, resource sharing)	① Proposal does not describe collaboration with other entities	
11. Engagement/ Outreach Strategy	④ Proposal describes complete outreach and engagement strategies and explains how it will serve needy and underserved populations	③ Proposal describes some outreach and engagement strategies and how it will serve needy and underserved populations	② Proposal explains that services are available to needy and underserved populations but proposed activity does not conduct outreach or engagement	① Proposal does not provide strategies for outreach and engagement to needy and underserved populations	
12. Budget	④ Proposal clearly demonstrates: (a) How requested funds will be applied to expense line items; (b) How the amount requested is reasonable; (c) That the overall program budget shows a direct relationship with proposed service items	③ Proposal provides an adequate budget; adequately addresses A, B, and C	② Proposed budget needs improvement and only somewhat addresses A, B, and/or C	① Proposed budget needs improvement: the proposal does not demonstrate how the requested funds will be applied to expense line items, how the amount requested is reasonable, and does not show a direct relationship with proposed service items	
Reviewer:	<input type="checkbox"/> CDBG <input type="checkbox"/> HOME				Subtotal: