Evaluation Criteria for CDBG/HOME Requests for Funding

CDBG/HOME Taskforce FY23-24

Category	Exceeds Standard (4 points)	Meets Standard (3 points)	Approaching Standard (2 points)	Developing (1 point)	Points (1-4)
1. Program Description/ Scope of Work	Provides a clear description and clearly explains how it will address one or more Council priorities	Provides a description that adequately explains how it will address one or more Council priorities	Provides a description that somewhat explains how it will address one or more Council priorities	Provides a vague and/or unclear description and little explanation as to how it addresses Council priorities	
2. Program Goal(s)	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.	Provides an adequate explanation of the programs goal(s)	Minimally or somewhat explains the programs goal(s)	Goal is missing and/or not clealry 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	Clearly describes how the program will directly address the important needs. Provides local data to describe the needs of the community and beneficiaries	Adequately describes how the program will directly address the needs using some local data to describe the needs of the community and the beneficiaries	Description of need needs improvement. Only state, regional, or national data provided, data not specific to clients	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	Clearly explains how proposed outcomes will be meaningful, client-focused and related to the service(s) being provided	Adequately explains how proposed outcomes will be meaningful, client-focused and related to the service(s) being provided	Explanation of how proposed outcomes will be meaningful, client-focused and related to the service(s) being provided needs improvement	Does not explain how proposed outcomes will be meaningful, client-focused and/or related to the service(s) being provided	

Category	Exceeds Standard	Meets Standard	Approaching Standard	Developing	Points
5. Implementation Strategies	Provides evidence-based strategies for how the program/project will address the program goal(s)	Adequately describes how strategies address program goal(s) using researched best practices strategies at a minimum	Describes how strategies address program goal(s) without information about best practices or research	Does not identify how strategies directly support program goal(s)	
6. Implementation Timeline	Timeline is detailed and realistic	Timeline is adequate	Timeline is limited or not realistic	Timeline is unclear, unrealisitic an/or missing key details	
7. Evaluation Plan	Provides a rigorous evaluation plan which informs ongoing work, explains metrics and why they are used	Provides a solid evaluation plan	Evaluates some elements of its work, but the evaluation is not thorough	Proposal does not provide an evaluation plan or the plan is insufficient	
8. Eligibility Verification	Proposal clearly describes how the applicant will collect and verify all required information	Proposal adequately describes how the applicant will collect and verify all required information	Proposal describes how the applicant will collect and verify some required information	Proposal does not describe how the applicant will collect and verify any required information	
9. Financial Benefits	Proposal describes how the program fully meets two financial benefits	Proposal describes how the program fully meets one financial benefit	Proposal describes how the program partially meets one to two financial benefits	Proposal does not describe how the program will provide a financial benefit	
10. Collaboration	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)	Proposal describes formal agreements with more than two organizations describing how they cooperate, but does not share common deliverables or metrics.	Proposal describes collaboration informally with other organizations (ex. information sharing, resource sharing)	Proposal does not describe collaboration with other entities	

Category	Exceeds Standard	Meets Standard	Approaching Standard	Developing	Points
11. Engagement/ Outreach Strategy	Proposal describes complete outreach and engagement strategies and explains how it will serve needy and underserved populations	Proposal describes some outreach and engagement strategies and how it will serve needy and underserved populations	Proposal explains that services are available to needy and underserved populations but program/project does not conduct outreach or engagement	Proposal does not provide strategies for outreach and engagement to needy and underserved populations	
12. Budget	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	Proposal provides an adequate budget. Adequately addresses A, B, and C	Proposed budget needs improvement and barely addresses A, B, and/or C. 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	
13. Organizational Capacity	Proposal provides clear evidence of the capacity and ability to ensure timely performance and reporting	Proposal provides adequate evidence of the capacity and ability to ensure timely performance and reporting	Evidence of capacity and ability needs improvement. Does not address the question fully	Proposal does not provide evidence of the capacity and ability	

Total Score (1 to 4 points; whole number values only) 0

Organizational Capacity (STAFF EVAL)	Organization demonstrated sufficient capacity and fully met projected outcomes in previous grant year	Organization demonstrated adequate capacity and almost met projected outcomes in previous grant year	Organization capacity needs improvement, did not meet projected outcomes	The organization demonstrated a lack of a capacity	

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