CDBG/HOME Subrecipient Evaluation Criteria

Organization/Agency Name: **Date:**

Agreement/alignment with Consolidated Plan (5-year strategy)	**(maximum points = 10)**
1. Does the activity meet a priority need of the Plan? High/medium/low?	_____ pts.
2. Does the activity enhance the City's overall Community Development strategy?	_____pts.

Public Benefit	**(maximum points = 30)**
1. Does the project offer a new or improved service?	_____pts.
2. Does the project clearly demonstrate it directly serves a defined and identified community need?	_____pts.
3. Does the project demonstrate the ability to help individuals become more self-sufficient?	_____pts.
4. Does the project save tax payer dollars which would otherwise be expended?	_____pts.
5. Does the program have clearly defined short and (if applicable) long term objectives focusing on results and measurable outcomes vs. only program activities and numbers served?	_____pts.
6. Does the project/activity serve a designated CD Target Area or other significant geographically-defined neighborhood?	_____pts.

Organizational Capacity	**(maximum points = 5)**
1. If not previously funded: the applicant has experience and performed will in implementing and administering a similar program or project. The applicant shows the ability to maintain CDBG/HOME funds regulatory compliance.	_____pts.
2. If previously funded: the applicant has a strong record in managing previous CDBG/HOME funds and maintaining regulatory compliance. This includes, but is not limited to: meeting proposed goals, submitting quarterly report information on time, and addressing monitoring findings in a timely manner.	_____pts.
3. Applicant has existing administrative and financial capacity to implement/continue proposed project/activity. Agencies not funded in prior three years will be required to submit audits.	_____pts.
4. Agency has prepared a sustainability plan addressing how agency will continue to function without CDBG/HOME funds.	_____pts.
5. Agency has qualified/experienced staff dedicated to manage the CDBG/HOME project and the quantity of staff for all of the necessary functions associated with the proposed activity.	_____pts.

Collaboration/Leverage	(maximum points = 20)
1. The agency has other funding and/or is actively seeking other funding. 2. The program or project makes maximum use of available financial, staff and volunteer resources to provide services to clients. 3. The program/project uses in-kind donations, e.g. food, space, supplies, equipment, services. 4. There is documented coordination/collaboration with other programs/agencies.	____pts. ____pts. ____pts. ____pts.
Clarity and Completion	**(maximum points = 10)**
1. Application clearly identifies Eligible Activity and National Objective. 2. Application clearly describes the project and activities that will be conducted. 3. Application demonstrates understanding of participant eligibility. 4. Application clearly identifies measurable goals, outcomes and impact.	____pts. ____pts. ____pts. ____pts.
Financial Feasibility	**(maximum points = 20)**
1. Project budget estimates and costs are reasonable and well-supported or justified relative to the number of persons to be served, the services to be provided, and the target population. 2. Budget forms are consistent, accurate and thorough. 3. Budget expenditures are appropriate for CDBG funding.	____pts. ____pts. ____pts.
Discretionary Assessment Each review committee member has a total number of discretionary points equal to the total number of applicants times 5 to award at their discretion. (5 total applicants translates to 25 total discretionary points available to committee member.) Committee members may award points to applicants providing a unique service in terms of type, need, location, resident make-up, urgency, or other criteria not specifically addressed in other elements. No more than 5 points can be awarded per applicant.	**(maximum points = 5)** ____pts.
Committee Members should tally total points earned in the column to the right. Please mark total points earned in the box to the right. Applicants can score up to 100 points.	**Total Points Earned:** _____/100pts.