



**2017/2018 Agency Proposal
Evaluation Tool
CDBG, Scottsdale Cares,
and General Funds**

Organization Name: _____ «Agency Name» _____
 Program/Project Name: _____ «Program Name» _____
 Reviewed By: _____

Scoring 0-5: 5 = Strongly Agree; 4 = Agree; 3 = Neutral; 2 = Disagree; 1 = Strongly Disagree; 0 = Completely Disagree

Scoring 0-10: 10 = Exceptional; 9 = Outstanding; 8 = Excellent; 7 = Very Good; 6 = Good; 5 = Satisfactory; 4 = Fair; 3 = Marginal; 2 = Poor; 1 = Inadequate; 0 = Does not meet

Please circle your score for each section; it should not exceed the Total Possible Points for that section.

	Possible Score
Section 1: Program Description (25 POINTS POSSIBLE)	
The service has been clearly defined.	0, 1, 2, 3, 4, 5
The program aligns with the needs of the individuals being served.	0, 1, 2, 3, 4, 5
The proposal identifies the desired benefits for the participants.	0, 1, 2, 3, 4, 5
The location of the service is close to the people being served.	0, 1, 2, 3, 4, 5
The program clearly substantiates partnerships or collaborations.	0, 1, 2, 3, 4, 5
TOTAL SCORE (Section 1: Program Description)	
Section 2: Community Need (10 POINTS POSSIBLE)	
The proposal clearly describes why these services are needed.	0, 1, 2, 3, 4, 5
The proposal cites data or research in support of the documented need.	0, 1, 2, 3, 4, 5
TOTAL SCORE (Section 2: Community Need)	
Section 3: Population Served (15 POINTS POSSIBLE)	
The proposal clearly describes the specific target population.	0, 1, 2, 3, 4, 5
Methodology for determining client eligibility is described adequately.	0, 1, 2, 3, 4, 5
Methodology for determining number of Scottsdale residents served is described adequately.	0, 1, 2, 3, 4, 5
TOTAL SCORE (Section 3: Population Served)	
Section 4: Program Outcome Measurement (40 POINTS POSSIBLE)	
Outcomes are meaningful, client focused, and related to the service.	0, 1, 2, 3, 4, 5
Indicators are time oriented.	0, 1, 2, 3, 4, 5
Indicators are client-focused and are appropriate to the associated outcomes.	0, 1, 2, 3, 4, 5
The documentation of the services provided relates to the outcomes and indicators.	0, 1, 2, 3, 4, 5
TOTAL SCORE (Section 4: Program Outcome Measurement)	
	(Total x 2)

Section 5: Budget & Leveraged Resources (20 POINTS POSSIBLE)	
The proposal clearly states how requested funds will be applied to expense line items.	0, 1, 2, 3, 4, 5
The proposal identifies leveraged funds.	0, 1, 2, 3, 4, 5
The amount requested is reasonable compared to the relationship with proposed number of residents to be served.	0, 1, 2, 3, 4, 5
The over-all program budget shows a direct relationship with proposed service item(s).	0, 1, 2, 3, 4, 5
TOTAL SCORE (Section 5: Budget & Leveraged Resources)	
Section 6: Demonstrated Capacity (STAFF SCORED) (20 POINTS POSSIBLE)	
The agency has a record of successful delivery of this service.	0, 1, 2, 3, 4, 5
The agency has a record of timely performance reporting and contract compliance.	0, 1, 2, 3, 4, 5
The agency has demonstrated the organizational capacity to deliver the proposed program.	0, 1, 2, 3, 4, 5
The estimated number of Scottsdale residents to be served is consistent with prior performance.	0, 1, 2, 3, 4, 5
TOTAL SCORE (Section 6: Demonstrated Capacity)	
Section 7: Presentation (5 POINTS POSSIBLE)	
The presenter was fully informed about the agency's services and clients.	0, 1, 2, 3, 4, 5
* If an Agency fails to attend and present, they will receive 0 points.	
TOTAL SCORE (Section 7: Presentation)	
Evaluation Response Received (-10 POINTS POSSIBLE)	
The agency failed to respond to the information requested on the Human Services Staff Evaluation.	
* If an Agency fails to respond to the Human Services Staff Evaluation, 10 points will be subtracted from this section.	
* If an Agency fails to attend and present and no Human Services Staff Evaluation is submitted, the Agency's proposal will be disqualified.	
TOTAL EVALUATION SCORE	
Notes:	
Recommended for funding? <input type="checkbox"/> Yes <input type="checkbox"/> No (Additional factors to consider prior to recommending this agency's proposal for funding.) Notes:	