

EVALUATION TOOL GUIDELINES



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**CDBG, Scottsdale Cares and
General Funds**

SECTION 1: PROGRAM DESCRIPTION

The service has been clearly defined:

Determine if proposal clearly defines the service(s).

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: PROGRAM RELATED INFORMATION, PAGE 1.

The program aligns with the needs of the individuals being served:

Determine if the program addresses the needs of the target population.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: PROGRAM RELATED INFORMATION, PAGES 1 & 2.

The proposal identifies the desired benefits for the participants:

Determine if the proposal clearly identifies the desired benefits of the target population.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: PROGRAM RELATED INFORMATION, PAGE 1; SCOPE OR WORK, PAGE 2.

The location of the service is close to the people being served:

Determine if the proposal identifies the location where people will be served.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: SCOPE OF WORK, PAGE 1.

The program clearly substantiates partnerships or collaborations:

Determine if the proposal clearly identifies partnerships or collaborations.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: PROGRAM RELATED INFORMATION, PAGE 2.

SECTION 2: COMMUNITY NEED

The proposal clearly describes why these services are needed:

Determine if the proposal clearly describes why these services are needed.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: PROGRAM RELATED INFORMATION, PAGE 1.

The proposal cites data or research in support of the documented need:

Determine if the proposal clearly identifies research or data that supports the need of these service(s).

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: PROGRAM RELATED INFORMATION, PAGES 1 & 2.

SECTION 3: POPULATION SERVED

The proposal clearly describes the specific target population:

Determine if the proposal clearly describes the specific target population.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: PROGRAM RELATED INFORMATION, PAGES 1 & 2.

Methodology for determining client eligibility is described adequately:

Determine if the proposal clearly describes how the agency will determine eligibility.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: SCOPE OF WORK, PAGE 2.

Methodology for determining number of Scottsdale residents served is described adequately:

Determine if the proposal clearly describes how the agency will determine the number of Scottsdale residents being served.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: SCOPE OF WORK, PAGES 1 & 2.

SECTION 4: PROGRAM OUTCOME MEASUREMENT

Outcomes are meaningful, client focused, and related to the service:

Determine if the proposal clearly describes if the outcomes are meaningful, client focused and directly related to the service to be provided.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: SCOPE OF WORK, PAGE 2.

Indicators are time oriented:

Determine if the proposal clearly describes if the indicators are time oriented.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: SCOPE OF WORK, PAGE 2.

Indicators are client-focused and are appropriate to the associated outcomes:

Determine if the proposal clearly describes if the indicators directly relate to the associated outcomes.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: SCOPE OF WORK, PAGE 2.

The documentation of the services provided relates to the outcomes and indicators:

Determine if the proposal clearly describes the services to be provided and if the indicators are appropriate to the associated outcomes.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: SCOPE OF WORK, PAGES 1 & 2; PROGRAM RELATED INFORMATION, PAGE 1.

SECTION 5: BUDGET & LEVERAGED RESOURCES

The proposal clearly states how requested funds will be applied to the expense line items:

Determine if the proposal clearly states what funding will pay for and how the requested funds will be applied to the expense line items.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: BUDGET, PAGE 1; SCOPE OF WORK, PAGE 2.

The proposal identifies leveraged funds:

Determine if the proposal clearly identifies leveraged funds and contingency plans for a shortfall in funding.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: BUDGET, PAGE 2 OF 2; COLUMN B "OTHER RESOURCES".

The amount requested is reasonable compared to the relationship with proposed number of residents to be served:

Determine if the proposal clearly illustrates the amount of funding requested for services to be provided and if the costs of services are reasonable for the proposed number of residents to be served.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: SCOPE OF WORK, PAGES 1-2; BUDGET, PAGE 1.

The over-all program budget shows a direct relationship with proposed service item(s):

Determine if the proposal clearly shows a direct relationship between the proposed services to be delivered and the budget.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: BUDGET, PAGE 1 & SCOPE OF WORK, PAGES 1-2.

SECTION 6: DEMONSTRATED CAPACITY

Questions in this section will be scored by the funding team (staff) based on the following:

The staff will review past contract performance and monitoring results if any. For the agencies that have not been funded the score will be Neutral (2).

WHERE TO FIND THIS INFORMATION: EVALUATION TOOL.

SECTION 7: PRESENTATION

The presenter was fully informed about the agency's services and clients:

The presentation was clear; the presenter was knowledgeable about proposed service(s) and was able to adequately respond to questions posed by the Commission, if applicable.

WHERE TO FIND THIS INFORMATION: AGENCY PRESENTATION.

***If an Agency fails to attend and present, they will receive 0 points.**

EVALUATION RESPONSE RECEIVED?

The agency failed to respond to the information requested on the staff evaluation sheet:

Response was not received to the request for clarification of proposal information sent to the agency.

WHERE TO FIND THIS INFORMATION: STAFF REPORT.

***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.**