



2021/2022 Agency Proposal Evaluation Tool HOME

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

Scoring 0-3: 3 = Exceeds; 2 = Meets; 1 = Needs Improvement; 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 (15 POINTS POSSIBLE)	
The project has been clearly defined.	0, 1, 2, 3
The project aligns with the needs of the individuals being served.	0, 1, 2, 3
The proposal identifies the market demand for this project.	0, 1, 2, 3
The proposed project aligns with the City's Consolidated Plan.	0, 1, 2, 3
The proposal clearly substantiates partnerships or collaborations.	0, 1, 2, 3
TOTAL SCORE (Section 1: Project Description)	
Section 2: Community Need (6 POINTS POSSIBLE)	
The proposal clearly describes why the project is needed.	0, 1, 2, 3
The proposal cites data or research in support of the documented project.	0, 1, 2, 3
TOTAL SCORE (Section 2: Community Need)	
Section 3: Population Served (9 POINTS POSSIBLE)	
The proposal clearly describes the specific target population.	0, 1, 2, 3
Methodology for determining client eligibility is described adequately.	0, 1, 2, 3
Methodology for determining number of Scottsdale residents served is described adequately.	0, 1, 2, 3
TOTAL SCORE (Section 3: Population Served)	
Section 4: Program Outcome Measurement (12 POINTS POSSIBLE)	
Outcomes are meaningful, client focused, and related to the project.	0, 1, 2, 3
Tasks are time oriented.	0, 1, 2, 3
Tasks are appropriate to the associated outcomes.	0, 1, 2, 3
The documentation of the proposed project relates to the tasks, timelines, and outcomes.	0, 1, 2, 3
TOTAL SCORE (Section 4: Project Outcome Measurement)	

Section 5: Budget & Leveraged Resources (12 POINTS POSSIBLE)	
The proposal clearly states how requested funds will be applied to expense line items.	0, 1, 2, 3
The proposal identifies leveraged funds.	0, 1, 2, 3
The proposal clearly illustrates the amount of funding requested and is reasonable for the proposed number of residents/units.	0, 1, 2, 3
The over-all program budget shows a direct relationship with proposed project.	0, 1, 2, 3
TOTAL SCORE (Section 5: Budget & Leveraged Resources)	
Section 6: Demonstrated Capacity (STAFF SCORED) (12 POINTS POSSIBLE)	
The agency has a record of successful delivery of this service.	0, 1, 2, 3
The agency has a record of timely performance reporting and contract compliance.	0, 1, 2, 3
The agency has demonstrated the organizational capacity to deliver the proposed project.	0, 1, 2, 3
The estimated number of Scottsdale residents to be served is consistent with prior performance.	0, 1, 2, 3
TOTAL SCORE (Section 6: Demonstrated Capacity)	
(Total x 2)	
Section 7: Presentation (3 POINTS POSSIBLE)	
The presenter was fully informed about the agency's project, services and clients.	0, 1, 2, 3
* 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:	