



## 2021/2022 Agency Proposal Evaluation Tool CDBG, Scottsdale Cares, and General Funds

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
<b>Section 1: Program Description (15 POINTS POSSIBLE)</b>	
The service has been clearly defined.	0, 1, 2, 3
The program aligns with the needs of the individuals being served.	0, 1, 2, 3
The proposal identifies the desired benefits for the participants.	0, 1, 2, 3
The location of the service is close to the people being served.	0, 1, 2, 3
The program clearly substantiates partnerships or collaborations.	0, 1, 2, 3
<b>TOTAL SCORE (Section 1: Program Description)</b>	
<b>Section 2: Community Need (6 POINTS POSSIBLE)</b>	
The proposal clearly describes why these services are needed.	0, 1, 2, 3
The proposal cites data or research in support of the documented need.	0, 1, 2, 3
<b>TOTAL SCORE (Section 2: Community Need)</b>	
<b>Section 3: Population Served (9 POINTS POSSIBLE)</b>	
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
<b>TOTAL SCORE (Section 3: Population Served)</b>	
<b>Section 4: Program Outcome Measurement (12 POINTS POSSIBLE)</b>	
Outcomes are meaningful, client focused, and related to the service.	0, 1, 2, 3
Indicators are time oriented.	0, 1, 2, 3
Indicators are client-focused and are appropriate to the associated outcomes.	0, 1, 2, 3
The documentation of the services provided relates to the outcomes and indicators.	0, 1, 2, 3
<b>TOTAL SCORE (Section 4: Program Outcome Measurement)</b>	

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 from "Other Sources."	0, 1, 2, 3
The amount requested is reasonable compared to the relationship with proposed number of residents to be served.	0, 1, 2, 3
The over-all program budget shows a direct relationship with proposed service item(s).	0, 1, 2, 3
<b>TOTAL SCORE (Section 5: Budget &amp; Leveraged Resources)</b>	
Section 6: Demonstrated Capacity (STAFF SCORED) (24 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 program.	0, 1, 2, 3
The estimated number of Scottsdale residents to be served is consistent with prior performance.	0, 1, 2, 3
<b>TOTAL SCORE (Section 6: Demonstrated Capacity)</b>	
(Total x 2)	
Section 7: Presentation (3 POINTS POSSIBLE)	
The presenter was fully informed about the agency's services and clients.	0, 1, 2, 3
<b>* If an Agency fails to attend and present, they will receive 0 points.</b>	
<b>TOTAL SCORE (Section 7: Presentation)</b>	
Evaluation Response Received (-10 POINTS POSSIBLE)	
The agency failed to respond to the information requested on the Human Services Staff Evaluation.	
<b>* If an Agency fails to respond to the Human Services Staff Evaluation, 10 points will be subtracted from this section.</b>	
<b>* If an Agency fails to attend and present and no Human Services Staff Evaluation is submitted, the Agency's proposal will be disqualified.</b>	
<b>TOTAL EVALUATION SCORE</b>	
<b>Notes:</b>	
<b>Recommended for funding?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Additional factors to consider prior to recommending this agency's proposal for funding.)  <b>Notes:</b>	