

# CDBG / CDAC Applicant Rating Sheet

Applicant \_\_\_\_\_

Score \_\_\_\_\_

Application Number \_\_\_\_\_ Project Name: \_\_\_\_\_

Presentation Date: \_\_\_\_\_ CDAC Subcommittee (K, C, or T): \_\_\_\_

CDAC Member: \_\_\_\_\_ Did you attend the presentation? (Y or N) \_\_\_\_

Criterion	Considerations	Points	Notes
Scope of Work	<ul style="list-style-type: none"> <li>• Is it clear what the project proposes to DO, what clients will GET OUT OF IT and how one can tell whether the money has “bought” something of value to the clients?</li> <li>• Has the need for the activity been researched, evaluated and clearly demonstrated?</li> <li>• Have other currently existing options to address the need been explored and evaluated (both public and private) and found inadequate?</li> <li>• Are the proposed activities clearly defined and reasonable?</li> <li>• Are the proposed activities Quantifiable to ensure performance?</li> <li>• Have necessary outreach efforts been described to reach the target client (culturally and language sensitive)?</li> <li>• Is effectiveness measurable (Pre- and post-tests, grades, become employed, health improved)</li> <li>• Can the clients easily get to, and access, the services?</li> </ul>	(max = 20)	
Benefit to Persons in Need	<ul style="list-style-type: none"> <li>• How will the applicant verify and document CDBG eligibility?</li> <li>• How seriously at-risk are the proposed clients?</li> <li>• How many clients will be served and at what level?</li> <li>• (serving 100 clients with one annual health fair may be less effective than serving 10 clients weekly on an individual basis for an extended period)</li> <li>• Is there any fee or cost to the clients?</li> <li>• Will the service have any long-term effect on or for the client?</li> </ul>	(max = 20)	

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Leveraging	<ul style="list-style-type: none"> <li>• What percentage of the project funding is CDBG?</li> <li>• Are volunteers or in-kind donations used?</li> <li>• Have other existing resources been identified and integrated as appropriate?</li> <li>• For how many years does the applicant require public funding?</li> <li>• What is the applicant’s fundraising success history and from whom?</li> </ul>	(max = 20)	
Organizational Capacity	<ul style="list-style-type: none"> <li>• How long has the organization been active and incorporated?</li> <li>• How similar is the proposed activity to what the applicant has done?</li> <li>• What levels of experience and credentials do staff and management have?</li> <li>• What is staff turnover rate?</li> <li>• Does the organization have a balanced budget?</li> <li>• Does the organization have an adequate (and accessible) site, location or office?</li> <li>• Does the organization have adequate office technology and administrative support?</li> <li>• How much does the organization spend on management versus direct service delivery?</li> <li>• What kind of track record does the organization have?</li> <li>• If previously publicly funded, has the organization been prompt and accurate in reporting and billing and delivered as proposed in previous contracts?</li> <li>• What, if any, is the community perception of the organization?</li> </ul>	(max = 20)	
Budget	See budget review attachment page	(max = 20)	
Total Points Recommended		(max = 100)	