CDBG Application Project Rating Tool

Reviewer Name:_____
Review Date:_____
Agency Name:_____
Project Name:_____
Increased Service or New Service? (Yes or No):_____
Requested Funding Amount: $_____

Enter scoring in [   ] blue cells.

Threshold Criteria

Yes or No	Proposed project meets one of HUD's National Objective.
Yes or No	Proposed program meets HUD eligible activities requirement.
Yes or No	Proposed program is a new service or an increase in the level of current services.

If any criteria are marked "No," STOP and do not score this application. The project is ineligible for CDBG funding.

Category	Scale	Criteria	Score
I. Organizational Capacity and Project Management (35 potential points)			**35**
Agency demonstrates the organizational capacity to carry out and implement the proposed program.	35	Response is clear and concise; financial statements and/or IRS Form 990 are current (without concerns); board consists of volunteer/diverse and active members; applicant has six or more years' experience managing and conducting public services activities; there are no match concerns for reaching capacity	
	30	Response is clear and concise; financial statements and/or IRS Form 990 are current (without concerns); board consists of volunteer/diverse and active members; applicant has 3 to 5 years' experience managing and conducting public service activities; there are no match concerns for reaching capacity	
	25	Response is adequate; financial statements/IRS Form 990 are current (no concerns, or any concerns addressed); board consists of volunteer/diverse members (some may not be active); applicant has 1-4 years' experience managing and conducting public services activities; there are no match concerns for reaching capacity	
	20	Response is adequate; financial statements/IRS Form 990 are current (any concerns addressed); board consists of volunteer/diverse members (many are not be active); applicant has 1-4 years' experience managing and conducting public services activities; there are no match concerns for reaching capacity	
	15	Response unclear and leaves one or two unanswered questions; financial statements and/or IRS Form 990 aren't current (without concerns); board consists of local members, but lacks some diversity; applicant has 1-2 years' experience managing and conducting public services activities; there are minor match concerns for reaching capacity	
	10	Response unclear and leaves three or more unanswered questions; financial statements and/or IRS Form 990 aren't current (with concerns); board consists of local members, but lacks some diversity; applicant has less than one years' experience managing and conducting public services activities, but has experience administering grant funds	
	5	Response is poor; some information is provided, but further documentation would be necessary to adequately determine capacity and ability	
	0	Response and required documentation does not demonstrate experience or capacity to carry out proposed project	
II. Project Narrative (35 potential points)			**35**

Category	Scale	Criteria	Score
Project Narrative	35	Proposed project meets all eligibility criteria; Narrative clearly responds to all parts of project narrative of the application; Response thoroughly explains: a. how the program addresses a specific community development problem, b. the need for the proposed program, c. who the program is intended to serve, d. staff capacity for administering the program e. how the organization will determine client eligibility	
	30	Proposed program meets all eligibility criteria; Response addresses all parts of project narrative of the application, but does not thoroughly address each part and/or some information is unclear	
	25	Proposed program meets all eligibility criteria; Narrative responds to most parts of project narrative of the application; Response addresses all criteria, but fails to provide some information.	
	20	Proposed program meets all eligibility criteria; response addresses some parts of project narrative of the application, but some information is missing and response is unclear.	
	15	Proposed program meets at least the three primary eligibility criteria (National Objective, Con Plan Goal, Community Development problem addressed); response addresses most parts of project narrative, but some information is missing and response is unclear.	
	10	Proposed program meets at least the three primary eligibility criteria; Response addresses some parts of project narrative of the application, but information is missing and response is unclear.	
	0	Proposed program does not meet required eligibility criteria (fails to identify a need and/or does not address a specific community development problem.	
III. Community Involvement and Collaboration (5 potential points)			**5**
Community Involvement, partnerships, and collaborations	5	Agency details how they collaborate with other agencies for non-CDBG funded programs and details how they plan to collaborate with other agencies for their proposed CDBG funded program.	
	2	Agency suggests collaborations with other agencies for non-CDBG funded programs and is unclear how they plan to collaborate with other agencies for their proposed CDBG funded program. Minimal documentation is provided.	
	0	No collaborations with other agencies are suggested and no documentation is provided.	
IV. Budget (10 potential points)			**10**
Proposed Budget	10	Budget is comprised of eligible expenses and all expenses are reasonable. Agency has provided documentation of leveraging funds for the program equaling above 25% of the program costs.	
	5	Budget is comprised of some ineligible expenses and/or some expenses are not reasonable. Agency has provided documentation of leveraged funds equaling less than 25	
	0	The budget includes ineligible and/or unreasonable costs. No, or inadequate, documentation provided for leveraged funds.	
V. Outcomes and Performance Measures (15 possible points)			**15**
Proposed Performance Measures	15	Performance measures clearly relate to the program and needs. All goals are measurable. All goals are rigorous and realistic.	

Category	Scale	Criteria	Score
	10	Performance measures relate to the program and needs. Most goals are measurable. Most goals are rigorous and realistic.	
	5	Performance measures relate to the program and needs Some goals are measurable. Some goals are rigorous and realistic.	
	0	Performance measures do not relate to the program and needs. Goals are not measurable, rigorous, or realistic.	15
Total (100 potential points)		*Total*	*100*