CDBG Proposal Evaluation Criteria

PY2023
Maximum Points Possible: 100

Quality of Program Design   **30 Points**
Does the proposal demonstrate an unmet community need?
Is the program consistent with needs and priorities of the Consolidated Plan?
Does the program coordinate with existing services and show evidence of community support
Overall program merit

Quality of Proposal Elements   **30 Points**
Does the proposal include a realistic timeline of project milestones and drawdown schedule (benchmarks)?
Are objectives and outcomes clearly stated and measurable?
Are the performance measurements a good indication of success of the project?

Capacity and Experience   **30 Points**
Has the organization undertaken this activity in the past? If yes, with what results?
Does the organization have experience with CDBG funding?
Does the organization employ sufficient, qualified staff to undertake the proposed activity?

Funding Request   **10 Points**
Is the budget realistic for this project?
Are other funds listed in the budget for this project?
Includes use of leveraged funds or other resources and program sustainability

The following worksheet is the form that will be used in the review of all applications submitted for funding. This is offered only for information purposes and requires no action on your part.

CDBG Proposal Application Evaluation Worksheet

Scoring:	0=Unacceptable to 6 = Excellent

Evaluation Factors		
Quality of Program Design		**Score 0-6**
1	Does the proposed program/project comply with the overall regulations, goals and objectives of the CDBG program?	
2	Does the application include a demonstration of unmet need?	
3	Is the application proposal consistent with the needs and priorities of the Consolidated Plan?	
4	Overall program merit including coordination with existing services [non-duplication] and evidence of community support	
5	Is the program a continuation of an existing program? Is sufficient information provided to demonstrate increase in service?	
Quality of Proposal Elements		**Score 0-6**
6	Are the program activities and goals clearly defined?	
7	Are there measurable outcomes and outputs for the proposed program activities?	
8	Does the proposed program/project take into consideration the collaboration of resources with other public and/or private development efforts to be more effective and efficient?	
9	Are the eligibility standards for low/mod and limited clientele met, as set forth by the numbers, set forth in the application?	
10	Information provided is clear and concise to clearly note source of funding requested (CDBG or CDBG-CV)?	
Capacity and Experience		**Score 0-6**
11	Does the organization have the experience and staff qualifications to meet their intended program goals?	
12	Has the organization demonstrated past experience in implementing and complying with federal regulations?	
13	Has the organization demonstrated an ability to deliver their services?	
14	Has proof of non-profit status been submitted?	
15	Is application complete? All documents submitted as required?	
Funding Request		**Score 0-2**
16	Will the proposed activity require additional funding to fully correct the conditions and/or meet the needs that exist? If so, is this funding available?	
17	Does the operating budget seem adequate for the organizational structure and proposed project/activity?	
18	Does the proposed cost of the project/activity justify the number of persons who will directly benefit from the project/activity?	
19	Has the organization demonstrated an ability to leverage and raise other funds? Are there other financial resources available beyond CDBG funds that could be used to fund the proposal?	
20	Has project sustainability beyond the period supported addressed?	

Total Points Received: _____ **out of 100**

_____   _____
Signature of Evaluation Team Member   Date