

CDBG / CDAC Applicant Rating Sheet

Applicant _____ Score 0

Application Number _____ Project Name: _____

Presentation Date: _____ CDAC Subcommittee (K, T, or L): ____

CDAC Member: _____ Did you attend the presentation? (Y or N) ____

Criterion	Considerations	Points	Notes
Scope of Work	- 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? - Has the need for the activity been researched, evaluated and clearly demonstrated? - Have other currently existing options to address the need been explored and evaluated (both public and private) and found inadequate? - Are the proposed activities clearly defined and reasonable? - Are the proposed activities Quantifiable to ensure performance? - Have necessary outreach efforts been described to reach the target client (culturally and language sensitive)? - Is effectiveness measurable (Pre- and post-tests, grades, become employed, health improved) - Can the clients easily get to, and access, the services?	(max = 20)	
Benefit to Persons in Need	- How will the applicant verify and document CDBG eligibility? - How seriously at-risk are the proposed clients? - How many clients will be served and at what level? (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) - Is there any fee or cost to the clients? - Will the service have any long-term effect on or for the client?	(max = 20)	

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Leveraging	• What percentage of the project funding is CDBG? • Are volunteers or in-kind donations used? • Have other existing resources been identified and integrated as appropriate? • For how many years does the applicant require public funding? • What is the applicant's fundraising success history and from whom?	(max = 20)	
Organizational Capacity	• How long has the organization been active and incorporated? • How similar is the proposed activity to what the applicant has done? • What levels of experience and credentials do staff and management have? • What is staff turnover rate? • Does the organization have a balanced budget? • Does the organization have an adequate (and accessible) site, location or office? • Does the organization have adequate office technology and administrative support? • How much does the organization spend on management versus direct service delivery? • What kind of track record does the organization have? • If previously publicly funded, has the organization been prompt and accurate in reporting and billing and delivered as proposed in previous contracts? • What, if any, is the community perception of the organization?	(max = 20)	
Budget	See budget review attachment page	(max = 20)	
Total Points Recommended		(max = 100) 0	

CDBG BUDGET REVIEW CONSIDERATIONS

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GENERAL

Does the budget make sense to you?
Is it understandable?
Is it reasonable?
Has the applicant has thought out the activities well and allocated funds for everything?
Is it clear as to exactly how the funds requested will be spent and for what?
Is the budget clear and consistent with the activities as described?
Is it arithmetically accurate?
Does the organization have adequate capacity and resources to deliver the services proposed?
If other funds are required, has the applicant identified their source(s).
Have any ineligible “entertainment” costs been requested?

I. PERSONNEL COSTS

Are the proposed hourly pay rates reasonable?
Do the number of hours requested for each component make sense for the activities described?
What percentage of the salaries requested is for general organizational (non project specific) overhead?
What percentage of the salaries requested for direct service delivery activities contrasted with project-specific supervision?
If the funds requested represent only a portion of someone’s salary, has the applicant identified the remaining additional funds necessary?
What percentage of the overall budget is salary?
If you recommend partial (instead of full funding) for this organization, will there still be adequate funds left in the budget to actually deliver services?

II. FRINGE BENEFITS

Are the enumerated fringe benefits consistent with other applicants?
If “other” fringe benefits are requested, are they reasonable and necessary?

III. CONSULTANTS (If any)

If consultants are used, is the hourly rate clear and seem reasonable to you?
Do the consultants require additional training or skills than the organization’s employees and, if not and the rate is higher than employee’s salaries, why isn’t it being done in-house?
Are the number of consultant hour consistent with your understanding of the activities presented?
Do the consultant activities have tangible quantified deliverables described in the application to ensure performance?

CDBG BUDGET REVIEW CONSIDERATIONS

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IV. OPERATING EXPENSES	
Office Rent	Is this figure reasonable and necessary for the activities described? Does this figure represent a portion of the overall facility rental cost? If so, is the proportion consistent with the percentage of activity to be performed under this contract?
Audit & Accounting	Does this figure seem reasonable for the activities provided or does it include other non-related activities?
Books & Publications	Are they consistent with the needs described in the scope of work?
Conference & Training	Is this figure reasonable for the specific activities in the scope of work? Is this for staff or clients? Is it critical for the activity? If so, can it be obtained and lesser or no cost elsewhere? Is it possible for the organization to get an employee or consultant who already has the requisite knowledge for a more reasonable cost? Does it include significant travel? If so, could a comparable training be obtained locally?
Insurance	Is this figure consistent with the needs of the activity proposed? Does the rate reflect only that portion for the specific proposed activity or does it also include overall organizational coverage?
Legal	Is it reasonable and reflected in the scope of activities?
Local Mileage	Is this figure reasonable and seem to reflect the scope of work? Does it include general commuting for staff or clients?
Office Supplies/Materials	Does this seem reasonable considering the size of the organization and scope of work? Could it be more reasonably outsourced?
Postage	Reasonable? If excessive, could other methods of distribution of information be considered?
Printing	Reasonable? If excessive, could it be more reasonably outsourced?
Telephone	Reasonable and necessary? Is it essential for the delivery of the services or include personal cell phones of employees?
Fidelity Bond Insurance	Reasonable?
Utilities (List Separately)	Is this figure consistent with the activities of the organization for this scope of work? Does this seem to include costs not directly attributable to the activity proposed?
Entertainment	CDBG funds may not be used for entertainment which includes “amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.”
Other (Specify)	If requested, do these costs seem critical and reasonable? Why is it that other similar organizations or activities include this (if they don't)?