

**Series XIV-B - General Assistance Grant
Evaluation Rubric**

Section		Unsatisfactory 1 pt.	Below Average 2 pts.	Satisfactory 3 pts.	Commendable 4 pts.	Outstanding 5 pts.	
Applicant Information <i>Possible 3 pts.</i>		If 2 or more are true, then Unsatisfactory: <ul style="list-style-type: none"> • One or more lines are left blank • No website listed/website link is broken • Project Coordinator information not listed or incomplete • Financial Coordinator information not listed or incomplete 	If no more than 1 is true then Below Average: <ul style="list-style-type: none"> • One or more lines are left blank • No website listed/website link broken • Project Coordinator information not listed or incomplete • Financial Coordinator information not listed or incomplete 	If all are true, then Satisfactory: <ul style="list-style-type: none"> • Project and Financial Coordinators may or may not be listed on website • No lines left blank • Website listed and working • Project Coordinator and Financial Coordinator listed and all contact information included 			3

**Series XIV-B - General Assistance Grant
Evaluation Rubric**

Part 1: Organization Information		Unsatisfactory 1 pt.	Below Average 2 pts.	Satisfactory 3 pts.	Commendable 4 pts.	Outstanding 5 pts.	
Possible 21 pts.	A. Organization Overview	<p>If 3 or more are true, then Unsatisfactory:</p> <ul style="list-style-type: none"> • Purpose of organization not listed, or description is too broad or insufficient • Beneficiaries currently served not listed or description is insufficient • Mission statement not listed, is too broad, or is insufficient • Core programs are not listed or description is insufficient 	<p>If no more than 2 are true, then Below Average:</p> <ul style="list-style-type: none"> • Purpose of organization not listed, or description is too broad or insufficient • Beneficiaries currently served not listed or description is insufficient • Mission statement not listed, is too broad or is insufficient • Core programs are not listed or description is insufficient 	<p>If no more than 1 is true, then Satisfactory:</p> <ul style="list-style-type: none"> • Purpose of organization not listed, or description is too broad or insufficient • Beneficiaries currently served not listed or description is insufficient • Mission statement not listed, is too broad or is insufficient • Core programs are not listed or description is insufficient 	<p>If all are true, then Commendable:</p> <ul style="list-style-type: none"> • Purpose of organization is described sufficiently but may not include data and/or statistics • Beneficiaries currently served are listed and described sufficiently • Mission statement is listed and is sufficient, but may not include specific, measurable, and achievable goals • Core programs are described sufficiently but may not include data and/or statistics 	<p>If all are true, then Outstanding:</p> <ul style="list-style-type: none"> • Purpose of organization is described sufficiently and includes data and/or statistics • Beneficiaries currently served are listed and described sufficiently • Mission statement is listed and is sufficient, and includes specific, measurable, and achievable goals • Core programs are described sufficiently and includes data and/or statistics 	5
	B. Organizational Structure	<p>If 3 or more are true, then Unsatisfactory:</p> <ul style="list-style-type: none"> • Organization's structure is not listed or description is insufficient • Management roles not listed or description is insufficient • Governing body's roles not listed or is insufficient • Program and Financial Coordinators not listed among Principle Participants identified in table • Résumés not attached for identified Principle Participants 	<p>If no more than 2 are true, then Below Average:</p> <ul style="list-style-type: none"> • Organization's structure is not listed or description is insufficient • Management roles not listed or description is insufficient • Governing body's roles not listed or is insufficient • Program and Financial Coordinators not listed among Principle Participants identified in table • Résumés not attached for identified Principle Participants 	<p>If no more than 1 is true, then Satisfactory:</p> <ul style="list-style-type: none"> • Organization's structure is not listed or description is insufficient • Management roles not listed or description is insufficient • Governing body's roles not listed or is insufficient • Program and Financial Coordinators not listed among Principle Participants identified in table • Résumés not attached for identified Principle Participants 	<p>If all are true, then Commendable:</p> <ul style="list-style-type: none"> • Organization's structure is listed and described sufficiently • Management roles are listed and described sufficiently • Governing body's roles are listed and are described sufficiently • Program and Financial Coordinators are listed among Principle Participants identified in table • Résumés are attached for identified Principle Participants, but not all résumés may indicate experience by position 	<p>If all are true, then Outstanding:</p> <ul style="list-style-type: none"> • Organization's structure is listed and described sufficiently • Management roles are listed and described sufficiently • Governing body's roles are listed and are described sufficiently • Program and Financial Coordinators are listed among Principle Participants identified in table • Résumés are attached for identified Principle Participants, and all résumés indicate 1 year or longer of experience by position 	5
	C. Partnerships	Did not list any partnerships.		Listed at least one partner organization.			

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Evaluation Rubric**

D. Previous FVA Grants	CAP issued in the past two years and the issue was not resolved	CAP issued in the past two years and the issue was resolved and/or had material issues in the past two years	<ul style="list-style-type: none"> • No previous FVA grant OR <ul style="list-style-type: none"> • Previous FVA grantee with no CAP issued nor material issues in the past two years 			3
E. Other Grants	No other grants listed.	If 1 or more is true, then Below Average: <ul style="list-style-type: none"> • At least 1 grant listed • Total amount of other grants is < FVA amount requested. 	If 1 or more is true, then Satisfactory: <ul style="list-style-type: none"> • 2-5 grants listed • Total amount of other grants is >1x/<3x FVA amount requested. 	If all are true, then Commendable: <ul style="list-style-type: none"> • More than 5 grants listed • Total amount of other grants >3x/<5x FVA amount request 	If all are true, the Outstanding: <ul style="list-style-type: none"> • More than 5 grants listed • Total amount of other grants >5x FVA amount request 	5

**Series XIV-B - General Assistance Grant
Evaluation Rubric**

Part 2: Grant Project Information		Unsatisfactory 1 pt.	Below Average 2 pts.	Satisfactory 3 pts.	Commendable 4 pts.	Outstanding 5 pts.	
<i>Possible 19 pts.</i>	A. Amount Requested	More than 1 amount category marked.		Only 1 amount category marked.			3
	B. Service Category	More than 1 service category marked.		Only 1 service category marked.			3
	C. Geographic Area	No counties marked.		One or more counties clearly marked or statewide box checked.			3
	D. Project Summary	If 2 or more are true, then Unsatisfactory: <ul style="list-style-type: none"> • Project name not included • Project description not included or is insufficient • Service delivery not described or is insufficient 		If no more than 1 is true, then Satisfactory: <ul style="list-style-type: none"> • Project name not included • Project description not included or is insufficient • Service delivery not described or is insufficient 	If all are true, then Commendable: <ul style="list-style-type: none"> • Project name is included • Project description is sufficient, but may not include measurable results • Service delivery is described sufficiently, but may not include measurable results 	If all are true, then Outstanding: <ul style="list-style-type: none"> • Project name is included • Project description is sufficient, and includes measurable results • Service delivery is described sufficiently, and includes measurable results 	5
	E. Project Eligibility	If 2 or more are true, then Unsatisfactory: <ul style="list-style-type: none"> • Description of eligible beneficiaries not included or is insufficient • Specific government forms not listed • Description of retention and maintenance of eligibility documents not listed or is insufficient • If applicable, description of additional eligibility requirements not included or is insufficient 	If no more than 1 is true, then Below Average: <ul style="list-style-type: none"> • Description of eligible beneficiaries not included or is insufficient • Specific government forms not listed • Description of retention and maintenance of eligibility documents not listed or is insufficient • If applicable, description of additional eligibility requirements not included or is insufficient 	If all are true, then Satisfactory: <ul style="list-style-type: none"> • Description of eligible beneficiaries is sufficient • Specific government forms are listed • Description of retention and maintenance of eligibility documents is sufficient • If applicable, description of additional eligibility requirements is sufficient 		If all are true, then Outstanding: <ul style="list-style-type: none"> • Description of eligible beneficiaries is sufficient • Specific government forms are listed • Description of retention and maintenance of eligibility documents is sufficient and refers to specific organizational policies on retention and maintenance of records • If applicable, description of additional eligibility requirements is sufficient 	5

**Series XIV-B - General Assistance Grant
Evaluation Rubric**

Part 3: Reporting and Management		Unsatisfactory 1 pt.	Below Average 2 pts.	Satisfactory 3 pts.	Commendable 4 pts.	Outstanding 5 pts.	
Possible 11 pts.	A. Performance Measures	Specific number of clients to be served not listed.	Total direct costs (Line I from Table K) divided by total number of clients to be served is >\$2,500 per client.	Total direct costs (Line I from Table K) divided by total number of clients to be served is >\$2,500 per client.			3
	B. Performance Reporting	If 2 or more are true, then Unsatisfactory: <ul style="list-style-type: none"> • Description of data collection tool not included or is insufficient • Description of data consolidation not included or is insufficient • Description of ability to breakout measures individually, cumulatively, and monthly not included or insufficient 	If no more than 1 is true, then Below Average: <ul style="list-style-type: none"> • Description of data collection tool not included or is insufficient • Description of data consolidation not included or is insufficient • Description of ability to breakout measures individually, cumulatively, and monthly not included or insufficient 	If all are true, then Satisfactory: <ul style="list-style-type: none"> • Description of data collection tool is sufficient • Description of data consolidation is sufficient • Description of ability to breakout measures individually, cumulatively, and monthly are sufficient 			3
	C. Fiscal Management	If 1 or more are true, then Unsatisfactory: <ul style="list-style-type: none"> • #1: No accounting software is listed • #2: 2 or more “NO” answers • #3: 3 or more “FALSE” answers 	If all are true, then Below Average: <ul style="list-style-type: none"> • #1: Accounting software is listed • #2: No more than 1 “NO” answers • #3 may have no more than 2 “FALSE” answers 	If all are true, then Satisfactory: <ul style="list-style-type: none"> • #1: Accounting software is listed • #2: No more than 1 “NO” answer • #3: No more than 1 “FALSE” 	If all are true, then Commendable: <ul style="list-style-type: none"> • #1: Accounting software is listed AND <ul style="list-style-type: none"> • #2: All are “YES” answers/#3: May have 1 “FALSE” answer OR <ul style="list-style-type: none"> • #2: May have 1 “NO” answer/#3: All are “TRUE” answers 	If all are true, then Outstanding: <ul style="list-style-type: none"> • #1: Accounting software is listed • #2: All are “YES” answers • #3: All are “TRUE” answers 	5

**Series XIV-B - General Assistance Grant
Evaluation Rubric**

Part 4: Budget and Budget Narratives		Unsatisfactory 1 pt.	Below Average 2 pts.	Satisfactory 3 pts.	Commendable 4 pts.	Outstanding 5 pts.	
Possible 28 pts.	Tables A and B	<p>If 3 or more are true, then Unsatisfactory:</p> <ul style="list-style-type: none"> • Table A is not used, but Table B is used • Calculations incorrect • Narrative not included for Table A or is insufficient • Benefits not listed for Table B or description is insufficient • Total benefits listed in Table B >25% of total salaries listed in Table A • Does not correspond to total in Table K 	<p>If no more than 2 are true, then Below Average:</p> <ul style="list-style-type: none"> • Table A is not used, but Table B is used • Calculations incorrect • Narrative not included for Table A or is insufficient • Benefits not listed for Table B or description is insufficient • Total benefits listed in Table B >25% of total salaries listed in Table A • Does not correspond to total in Table K 	<p>If no more than 1 is true, then Satisfactory:</p> <ul style="list-style-type: none"> • Table A is not used, but Table B is used • Calculations incorrect • Narrative not included for Table A or is insufficient • Benefits not listed for Table B or description is insufficient • Total benefits listed in Table B >25% of total salaries listed in Table A • Does not correspond to total in Table K 	<p>If all are true, then Commendable:</p> <ul style="list-style-type: none"> • If Table B is used, then Table A is used • Calculations are correct • Narrative sufficient for Table A • Benefits described sufficiently for Table B • Total benefits listed in Table B >15% of total salaries listed in Table A, but <25% • Corresponds to total in Table K 	<p>If all are true, then Outstanding:</p> <ul style="list-style-type: none"> • If Table B is used, then Table A is used • Calculations are correct • Narrative sufficient for Table A • Benefits described sufficiently for Table B • Total benefits listed in Table B <15% of total salaries listed in Table A • Corresponds to total in Table K <p>OR</p> <p>If marked "NA" on Table A and B, and consistent with program</p>	5
	Table C	<p>If 2 or more are true, then Unsatisfactory:</p> <ul style="list-style-type: none"> • Table not used • Calculations incorrect • One or more costs are not allowable • Cost not reasonable • Narrative not listed or insufficient • Does not correspond to total in Table K 	<p>If no more than 1 is true, then Below Average:</p> <ul style="list-style-type: none"> • Table not used • Calculations incorrect • One or more costs are not allowable • Cost not reasonable • Narrative not listed or insufficient • Does not correspond to total in Table K 	<p>If all are true, the Satisfactory:</p> <ul style="list-style-type: none"> • Table used • Calculations correct • All costs are allowable • Cost may or may not be reasonable • Narrative sufficiently describes costs • Corresponds to total in Table K 	<p>If all are true, then Commendable:</p> <ul style="list-style-type: none"> • Table used • Calculations correct • All costs are allowable • All costs are reasonable • Narrative sufficiently describes costs • Corresponds to total in Table K 	<p>If all are true, then Outstanding:</p> <ul style="list-style-type: none"> • Table used • Calculations correct • All costs are allowable • All costs are reasonable • All costs exhibit conservation of funds • Narrative sufficiently describes costs • Corresponds to total in Table K <p>OR</p> <p>If marked "NA" on Table C and consistent with program</p>	5

**Series XIV-B - General Assistance Grant
Evaluation Rubric**

Tables D and E	<p>If 2 or more are true, then Unsatisfactory:</p> <ul style="list-style-type: none"> • Table not used • Calculations incorrect • One or more costs are not allowable • Cost not reasonable • Narratives not listed or insufficient • Does not correspond to total in Table K 	<p>If no more than 1 is true, then Below Average:</p> <ul style="list-style-type: none"> • Table not used • Calculations incorrect • One or more costs are not allowable • Cost not reasonable • Narratives not listed or insufficient • Does not correspond to total in Table K 	<p>If all are true, the Satisfactory:</p> <ul style="list-style-type: none"> • Table used • Calculations correct • All costs are allowable • Cost may or may not reasonable • Narratives sufficiently describe costs • Corresponds to total in Table K 	<p>If all are true, then Commendable:</p> <ul style="list-style-type: none"> • Table used • Calculations correct • All costs are allowable • All costs are reasonable • Narratives sufficiently describe costs • Corresponds to total in Table K 	<p>If all are true, then Outstanding:</p> <ul style="list-style-type: none"> • Table used • Calculations correct • All costs are allowable • All costs are reasonable • All costs exhibit conservation of funds • Narratives sufficiently describe costs • Corresponds to total in Table K <p>OR</p> <p>If marked "NA" on Tables D and E and consistent with program</p>	5
Table F	<p>If 2 or more are true, then Unsatisfactory:</p> <ul style="list-style-type: none"> • Table not used • Calculations incorrect/not provided • One or more costs are not allowable • Cost not reasonable • Narrative not listed or insufficient • Costs are not specifically broken out sufficiently in Table • Does not correspond to total in Table K 	<p>If no more than 1 is true, then Below Average:</p> <ul style="list-style-type: none"> • Table not used • Calculations incorrect/not provided • One or more costs are not allowable • Cost not reasonable • Narrative not listed or insufficient • Costs are not specifically broken out sufficiently in Table • Does not correspond to total in Table K 	<p>If all are true, then Satisfactory:</p> <ul style="list-style-type: none"> • Table used • Calculations correct • All costs are allowable • Cost may or may not reasonable • Narratives sufficiently describes costs • Costs are specifically broken out sufficiently in Table • Corresponds to total in Table K 		<p>If all are true, then Outstanding:</p> <ul style="list-style-type: none"> • Table used • Calculations correct • All costs are allowable • All costs are reasonable • Narratives sufficiently describes costs • Costs are specifically broken out sufficiently in Table • Corresponds to total in Table K <p>OR</p> <p>If marked "NA" on Table F and consistent with program</p>	5

**Series XIV-B - General Assistance Grant
Evaluation Rubric**

Table H and J	<p>If 3 or more are true, then Unsatisfactory:</p> <ul style="list-style-type: none"> • Table J used, but possible duplication of indirect costs in Table H • Indirect costs exceed 7% of total direct costs • Calculations incorrect • One or more costs are not allowable • Cost not reasonable • Narrative not listed or insufficient • Costs are not specifically broken out sufficiently in Tables • Does not correspond to total in Table K 	<p>If no more than 2 are true, then Below Average:</p> <ul style="list-style-type: none"> • Table J used, but possible duplication of indirect costs in Table H • Indirect costs exceed 7% of total direct costs • Calculations incorrect • One or more costs are not allowable • Cost not reasonable • Narrative not listed or insufficient • Costs are not specifically broken out sufficiently in Tables • Does not correspond to total in Table K 	<p>If 1 or more is true, then Satisfactory:</p> <ul style="list-style-type: none"> • Table J used, but possible duplication of indirect costs in Table H • Indirect costs exceed 7% of total direct costs • Calculations incorrect • One or more costs are not allowable • Cost not reasonable • Narrative not listed or insufficient • Costs are not specifically broken out sufficiently in Tables • Does not correspond to total in Table K 	<p>If all are true, then Commendable:</p> <ul style="list-style-type: none"> • Table J used, and no apparent duplication of indirect costs in Table H • Indirect costs do not exceed 7% of total direct costs • Calculations are correct • All costs are allowable • Costs may or may not be reasonable • Narrative sufficiently describes costs • Costs are specifically broken out sufficiently in Tables • Corresponds to total in Table K 	<p>If all are true, then Outstanding:</p> <ul style="list-style-type: none"> • Table J used, and no apparent duplication of indirect costs in Table H • Indirect costs do not exceed 7% of total direct costs • Calculations are correct • All costs are allowable • Costs may or may not be reasonable • Narrative sufficiently describes costs • Costs are specifically broken out sufficiently in Tables • Costs exhibit conservation of funds • Corresponds to total in Table K <p>OR</p> <p>If marked "NA" on Tables H and J and consistent with program</p>	5
L. Matching Funds	<p>If 1 or more are true, then Unsatisfactory:</p> <ul style="list-style-type: none"> • Does not list/mention matching funds • Does not list/mention other funding sources 	<p>If true, then Below Average:</p> <ul style="list-style-type: none"> • Sufficiently describes current matching funds OR sufficiently describes other current funding sources 	<p>If all are true, then Satisfactory:</p> <ul style="list-style-type: none"> • Sufficiently describes current matching funds • Sufficiently describes other current funding sources 			3

**Series XIV-B - General Assistance Grant
Evaluation Rubric**

Part 5: Need, Marketing, Sustainability, and Evaluation		Unsatisfactory 1 pt.	Below Average 2 pts.	Satisfactory 3 pts.	Commendable 4 pts.	Outstanding 5 pts.	
<i>Possible 18 pts.</i>	A. Need Identified	If one or more is true, then Unsatisfactory: <ul style="list-style-type: none"> • Description of the community needs/problems the project will address not listed or is insufficient • Description of how the project will address the community needs/problems not listed or is insufficient 		If all are true, then Satisfactory: <ul style="list-style-type: none"> • Description of the community needs/problems the project will address is sufficient • Description of how the project will address the community needs/problems is sufficient 		If all are true, then Outstanding: <ul style="list-style-type: none"> • Description of the community needs/problems the project will address is sufficient • Description of how the project will address the community needs/problems is sufficient • Descriptions include reference to surveys or research conducted by applicant organization 	5
	B. Marketing and Outreach	Does not list/mention current marketing/outreach efforts or description is insufficient.		Describes current marketing/outreach efforts sufficiently.			3
	C. Sustainability After the Grant	If one ore more is true, then Unsatisfactory: <ul style="list-style-type: none"> • Does not list/mention how the project would continue after FVA funding ended or description is insufficient • Does not describe what other funding sources will be available after FVA funding ended or description is insufficient 		If all are true, then Satisfactory: <ul style="list-style-type: none"> • Sufficiently describes how the project would continue after FVA funding ended • Sufficiently describes other funding sources will be available after FVA funding ended 		If all are true, then Outstanding: <ul style="list-style-type: none"> • Sufficiently describes how the project would continue after FVA funding ended • Sufficiently describes other funding sources will be available after FVA funding ended • Other funding sources listed correspond with other grants listed in Section 1.E. Other Grants or Section 4.L. Matching Funds 	5

**Series XIV-B - General Assistance Grant
Evaluation Rubric**

	D. Evaluation	<p>If one or more is true, then Unsatisfactory:</p> <ul style="list-style-type: none"> • Does not list/mention how the effectiveness of project activities will be measured or description is insufficient • Does not list/mention the criteria for success or description is insufficient • Does not list/mention the achieved results expected by the end of the funding period or description is insufficient 		<p>If all are true, then Satisfactory:</p> <ul style="list-style-type: none"> • Description of how the effectiveness of project activities will be measured is sufficient but may not include specific measures relevant to the goal and strategy of the project • Description of the criteria for success is sufficient but may not include specific and appropriate metrics and/or benchmarks • Description of results expected by the end of the funding period is sufficient but may not be specific and applicable to the project 		<p>If all are true, then Outstanding:</p> <ul style="list-style-type: none"> • Description of how the effectiveness of project activities will be measured is sufficient and includes specific measures relevant to the goal and strategy of the project • Description of the criteria for success is sufficient and includes specific and appropriate metrics and/or benchmarks • Description of results expected by the end of the funding period is specific and applicable to the project 	5
							100