



PHASE 36 EMERGENCY FOOD & SHELTER PROGRAM APPLICATION RATING FORM



Score: ____ / 100 = ____ %			
Agency Name:		Primary Contact & Title:	
Mailing Address:			
Phone Number:		Email Address:	
Program Title:			
Service Center Address:			
Total Program Cost:		Total EFSP Funding Requested:	
ATTACHMENTS	YES	NO	COMMENTS
ATTACHMENT 1: 501(c) (3) designation letter from the Internal Revenue Service. Not applicable to governmental entities.			
ATTACHMENT 2: Provide a copy of current certification from the GA Secretary of State. Not applicable to governmental entities.			
ATTACHMENT 3: (Part 1 & 2) Two most recent audited financial statements that meet the criteria described. Management letters included if applicable. Not applicable to governmental entities.			
ATTACHMENT 4: (Part 1 & 2) Provide a list of board members and a Conflict of Interest Statement from the Board of Directors and board meeting minutes authorizing the submission of this application. Not applicable to governmental entities.			
ATTACHMENT 5: Resumes of principal staff and personnel directly working on the project; including descriptions of the applicant's previous related program activities provided.			
ATTACHMENT 6: (Part 1 & 2) Agency's written financial management procedures and current organizational chart provided.			
ATTACHMENT 7: Certificate of Insurance provided if applicable.			
ATTACHMENT 8: Proof of registration with the U.S. System of Award Management provided.			

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FINANCIAL MANAGEMENT RISK	Max	Score	COMMENTS
Does the organization have fiscally sound management and all required documentation to show good faith in spending and planning? <u>Review audited financial statements and financial management procedures and note any findings or concerns.</u> Low risk (meets most of all the Uniform Administrative Standards & Cobb County Audit Standards.) 6 - 10 pts. High Risk (fails to meet most of all the Uniform Administrative Standards & Cobb County Audit Standards.) 0 – 5 pts.	10		
Section Total	10		
V. ORGANIZATION INFORMATION	Max	Score	COMMENTS
Did the agency provide a mission statement? Yes = 5 pts. No = 0 pts.	5		
Does the agency meet the following requirements: <ul style="list-style-type: none"> • have nonprofit status for at least one (1) full year, or • have two (2) full years of operating experience under another nonprofit entity, or • be a local governmental entity or agency Yes = 5 pts. No = 0 pts.	5		
Section Total	10		
VI. ORGANIZATIONAL CAPACITY	Max	Score	COMMENTS
If less than 30% of the organization budget is generated from grant revenue, award 5 points. If 31-50%, award 3 points. If more than 51%, award zero points.	5		
Does the organization have program staff persons dedicated to this project? Yes = 5 pts. No = 0 pts.	5		
Does the organization have administrative staff (e.g. Accountants, Executive Directors)? Yes = 5 pts. No = 0 pts.	5		
Has the agency secured funding for administrative staff? Yes = 5 pts. No = 0 pts.	5		
Section Total	20		
VII. NARRATIVE	Max	Score	COMMENTS
Did the organization describe the goals of the program? Yes = 3 pts. No = 0 pts.	3		
Did the organization describe in detail their accounting procedures? Yes = 3 pts. No = 0 pts.	3		
Did the organization describe in detail its experience in providing each service category for which funds are being requested? Yes = 6 pts. No = 0 pts.	6		
Did the organization describe in detail their staffing efforts and tasks for each EFSP service project that will be provided? Yes = 3 pts. No = 0 pts.	3		

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Did the organization discuss in detail how it will evaluate project accomplishments and outcomes? <i>Yes = 3 pts. No = 0 pts.</i>	3		
Did the organization indicate performance goals and outcomes in the chart provided? <i>Yes = 5 pts. No = 0 pts.</i>	5		
Did the organization describe in detail how EFSP services will be offered and implemented to the community where funds are requested? <i>Yes = 5 pts. No = 0 pts.</i>	5		
Does the organization have sufficient experience in reporting, recordkeeping requirements and protecting client sensitive information? <i>0 –3 pts. with 3 being highest rating.</i>	3		
Section Total	31		
VIII. PERFORMANCE MEASUREMENT METRICS	Max	Score	COMMENTS
Did the applicant select one (1) objective and one (1) outcome that best described the project? <i>Yes = 5 pts. No = 0 pts.</i>	5		
Section Total	5		
IX. PROPOSED SERVICES	Max	Score	COMMENTS
Do the selected proposed services appear to be feasible given the program description? <i>Yes = 2 pts. No = 0 pts.</i>	2		
Do the proposed services and activities for the next three (3) years appear likely to generate stated outcomes based on the historical citation of outcomes? <i>Yes = 2 pts. No = 0 pts.</i>	2		
Section Total	4		
X. BUDGET	Max	Score	COMMENTS
Did the agency complete and submit the budget line item form? <i>Yes = 2 pts. No = 0 pts.</i>	2		
Does the total program cost and total EFSP funding requested in the budget line item form match the dollar amounts in Section III. Requested Funding? <i>Yes = 2 pts. No = 0 pts.</i>	2		
Does the agency already have some funding secured for the project? <i>Yes = 2 pts. No = 0 pts.</i>	2		
Section Total	6		
XI. BUDGET PROPSAL NARRATIVE	Max	Score	COMMENTS
Does the detailed description of budget line items support the overall program description and proposed project? <i>0 – 2 pts. with 2 being highest rating.</i>	2		
Has the agency received funding for the proposed project within the past three (3) years?	2		

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Yes = 2 pts. No = 0 pts.			
Section Total	4		
XI. TARGET POPULATION	Max	Score	COMMENTS
Did the organization provide detail regarding the services it currently provides? Yes = 5 pts. No = 0 pts.	5		
Did the organization describe its target population including client demographics? Yes = 5 pts. No = 0 pts.	5		
Section Total	10		
GRAND TOTAL	100		
DISCUSSION ITEMS ONLY. MAKE NOTES IN COMMENT SECTION.	YES	NO	COMMENTS
Do any family relationships (by blood or marriage) exist between organization staff members and/or Agency Board members?			
Do any family relationships (by blood or marriage) exist between staff and/or Cobb County BOC?			
CDBG PROGRAM OFFICE USE ONLY	YES	NO	COMMENTS
Does the organization have a positive spending and record keeping history with CDBG funds or other funds?			
ADDITIONAL COMMENTS			

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