



**PHASE 37 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.			
Section Total			
IV. ORGANIZATION INFORMATION	Max	Score	COMMENTS
Did the agency provide a mission statement? Yes = 10 pts. No = 0 pts.			
Does the agency meet the following requirements: <ul style="list-style-type: none"> • have a 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 = 10 pts. No = 0 pts.			
Section Total			
V. 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.			
Does the organization have program staff persons dedicated to this project? Yes = 5 pts. No = 0 pts.			
Does the organization have administrative staff (e.g. Accountants, Executive Directors)? Yes = 5 pts. No = 0 pts.			
Has the agency secured funding for administrative staff? Yes = 5 pts. No = 0 pts.			
Section Total			
VI. PROPOSED SERVICES	Max	Score	COMMENTS
Do the selected proposed services appear to be feasible given the program description? Yes = 5 pts. No = 0 pts.			
Did the organization describe its experience in providing each service category for which funds are being requested? Has the organization demonstrated providing the services requested for at least two (2) years and how those services were tracked? Yes = 5 pts. No = 0 pts.			
Did the organization describe in detail how the public is made aware of the emergency assistance services that are available through their program? Yes = 5 pts. No = 0 pts.			

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Section Total			
VII. RECORD-KEEPING	Max	Score	COMMENTS
Did the organization describe its experience with submitting reports and record-keeping compliance requirements to ensure the protection of the client's sensitive information? Yes = 7 pts. No = 0 pts.			
Section Total			
VIII. BUDGET	Max	Score	COMMENTS
Did the agency complete and submit the budget line item form? Yes = 6 pts. No = 0 pts.			
Do the total program cost and total EFSP funding requested in the budget line item form match the dollar amounts in Section III. Requested Funding? Yes = 6 pts. No = 0 pts.			
Does the agency already have some funding secured for the project? Yes = 6 pts. No = 0 pts.			
Section Total			
XI. BUDGET PROPOSAL NARRATIVE	Max	Score	COMMENTS
Does the detailed description of budget line items support the overall program description and proposed project? 0 – 5 pts. with 2 being the highest rating.			
Has the agency received funding for the proposed project within the past three (3) years? Yes = 5 pts. No = 0 pts.			
Section Total			
GRAND TOTAL			
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			

