Salt Lake City Application Handbook

CDBG. ESG. HOME. HOPWA.

FY 2027-2028

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PART I: APPLICATION & EVALUATION PROCESS

TIMELINE

Table 1: Schedule of Events

DATE	EVENT	LOCATION
September 1, 2026	Applications Available	Neighborly
August 27, 2026 10:00 am – 12:00 pm	Application Training	Virtual (Recorded for Later Viewing)
September 18, 2026 4:59 PM	**Applications Due**	**Applications must be submitted online through Neighborly**
October 2026	General Needs Hearing	Hybrid Meeting
Winter-Spring 2026-2027	Application Review with CDCIP Board, and Mayor	TBD
Spring 2027	Salt Lake City Council Federal Grant Public Hearing	TBD
May 2027	Funding Allocations Announced	https://www.slc.gov/housingstability/
June 2027	2027-2028 Grant Training	Sorenson Center
July 2027	Start 2027-2028 Program Year	N/A

GENERAL REQUIREMENTS

Application Submittal

Applications are due Friday, September 18, 2026, at 4:59 p.m. Applications will only be accepted online through Neighborly. Incomplete, hand-delivered, emailed, mailed, faxed, or late applications will be deemed ineligible and will not be accepted.

Questions regarding applications may either be emailed to appropriate Housing Stability staff or asked through Neighborly's *Help* button. We will accept application questions until Wednesday, September 16th, 2026, at Noon. Due to time constraints, we may be unable to answer your application questions after this time.

Minimum Funding Request: $50,000

The minimum allowable funding request is $50,000. Application requests for less than $50,000 will be deemed ineligible.

Application Training

Applicants are highly encouraged to attend or watch our application training prior to application submission. The application training will take place on **August 27th from 10:00 a.m. until 12:00 p.m.** This training will be held via Zoom. After the training is concluded a recording will be posted on the Housing Stability website.

APPLICATION PROCESS

Application Types

There are four applications for funding year 2027-2028. One application needs to be completed per program/project. For more information on each application/grant, see the program overviews listed below. The following applications are available:

- 2027-28 Community Development Block Grant (CDBG Public Services)
- 2027-28 Community Development Black Grant (CDBG Neighborhood Housing and Infrastructure)
- 2027-28 Emergency Solutions Grant (ESG)
- 2027-28 HOME Investment Partnership Program (HOME)
- 2027-28 Housing Opportunities for Persons with HIV/AIDS (HOPWA)

Make sure to select the most appropriate funding for your project/program type and complete the correct application for those funds.

Applications should be for a single program or project. Different functions and tasks of the same program or project may be bundled together to form one application. For example, salaries, supplies, and equipment purchases may comprise one application. However, if you are seeking grant funds for more than one program or project, submit more than one application.

Neighborly Online Submission

Applications must be submitted online through Neighborly. Applicants can access the applications through this Neighborly software link. Use the following steps to create, complete, and submit your application. Please note that Neighborly is not compatible with Internet Explorer. You must use a different browser when working on your application.

1. **Create Your Account.** Open Neighborly using the link above. On the home page, you will have the option to sign in or register. Select the *Register* tab, enter your email address, and select *Send verification code*. You should receive an email in the next few minutes with additional instructions. Follow those instructions to finish setting up your account. If you would like to watch a step-by-step guide to setting up your account, select the *Video Tutorial: Register* link on the '*Register*' tab of the page.

2. **Click the Apply Button.** Applications can be accessed during the open registration period: September 1, 2026 – September 18, 2026, at 4:59 p.m. Use the *Preview* and *Apply* buttons next to the programs you would like to create an application for.

3. **Complete and Submit the Application.** Neighborly automatically saves your progress as you click through the application fields, so you do not need to complete the application in one sitting. Just make sure complete and submit the application before the deadline. Application attachments must be submitted as instructed on the *Documents* tab in Neighborly. All required information must be included. Failure to provide all required information or follow the stated requirements will result in the application being disqualified.

Conflict of Interest

A potential or actual conflict of interest exists when commitments or obligations are likely to be compromised by the applicant's other material interest or relationships, particularly if those interests or commitments are not disclosed.

Applicants must indicate whether any staff or board members have an economic interest in, or act as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected should the application be awarded funds. Applicants should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Applicants must abide by all relevant federal regulations and guidelines regarding financial conflicts of interest.

EVALUATION PROCESS

CDBG, ESG, HOME, and HOPWA funds are allocated annually through a competitive process. Applications will be evaluated based on:

- U.S. Department of Housing and Urban Development requirements;
- Alignment with Salt Lake City's 2025-2029 Consolidated Plan;
- Substantial amendments; and
- Alignment with outcomes defined through a collaborative process with community stakeholders including Salt Lake City, Salt Lake County, State of Utah, the Salt Lake Continuum of Care, and HUD.

Applications will be scored and ranked by Housing Stability Staff, the Community Development and Capital Improvement Program Advisory Board, and reviewed by the Mayor and City Council. The City will first determine application eligibility. If an application is deemed eligible, it moves on to the administrative scoring. This score is intended to assess the risk of the project. City staff will also consult internal historical records, if applicable. The administrative score provided by City staff represents 20% of the total overall score.

After City staff complete the administrative review, the application will be reviewed by the Community Development and Capital Improvements board. This review will represent the largest portion of the total score. While the CDCIP board may consult City staff or the administrative scores for insight, they make their own independent determination. The CDCIP Board is made up of voluntary community members from all seven City districts.

An application can receive a maximum score of 100 points. The administrative score represents 20% of the total score while the board's score makes up 80%. Applicants can review the scoring and eligibility rubrics in Part III of this manual.

Funding Recommendations

After scoring by city staff and the CDCIP Board is complete, the Board makes their final recommendations to the Mayor. After careful evaluation, the Mayor submits her own funding recommendations, along with the CDCIP Board's recommendations to City Council for their consideration.

Funding Decisions

The City Council holds a public hearing when reviewing funding recommendations. Applicants may provide public comments to the Council for the formal hearing. While Council takes the CDCIP Board's and the Mayor's recommendations into consideration, they have the final say in which applications will be granted funding. They may choose to fund awards at the full or partial amount requested as there is limited funding available. Additionally, funding decisions made by City Council are subject to approval by HUD.

Grant Agreements

Applicants selected for funding will be invited to enter into a contract with the City. Before contracting begins, we may need to ask for additional or updated information. For example, staff may need to request an updated budget or a revised scope of services. Executed contracts will not be available until after approval has been received from HUD.

Consolidated Plan (Con-Plan) Goals

This plan is a road map for Salt Lake City to prioritize and allocate funding for the four grant programs. There are six main goals in the Consolidated Plan:

- Housing
- Homeless Service
- Community Service
- Transportation and Streets
- Business & Workforce Development
- Environmental Testing and Remediation

INCOME GUIDELINES

Table 2: FY 2026 Income Limits: Salt Lake City Metro

Persons in Family	1	2	3	4	5	6	7	8
30% Limits	$26,500	$30,300	$34,100	$37,850	$40,900	$44,360	$50,040	$55,720
Very Low Income (50%)	$42,950	$50,450	$56,750	$63,050	$68,100	$73,150	$78,200	$83,250
Low Income (80%)	$70,650	$80,750	$90,850	$100,900	$109,000	$117,050	$125,150	$133,200

Effective Date: July 1, 2026

- NOTE: Program update 16-06 confirmed that all Community Planning and Development (CPD) programs should be using HOME income limits

- NOTE: HUD FMR Area HOME Income Limits are subject to change for funding year 2027-2028. You can find a schedule of current income limits on the HUD exchange website.

GLOSSARY OF TERMS

You can find a glossary of terms on the HUD website.

UNIQUE ENTITY IDENTIFIER

All applicants must have a Unique Entity Identifier (UEI) from Sam.gov to apply. You can obtain a UEI at the Sam.gov website.

PART II: PROGRAMS OVERVIEW

CDBG PROGRAM OVERVIEW

Title 1 of the Housing and Community Development Act of 1974 established the Community Development Block Grant (CDBG) program. The CDBG program provides a comprehensive and flexible source of federal funds to communities nationwide. The program's primary objective is to promote the development of viable urban communities by providing the following, principally to persons of low- and moderate-income:

- Decent housing
- A suitable living environment
- Expanded economic activities

Qualifying Beneficiaries

To qualify for CDBG funds the project must primarily serve persons whose household incomes are at or below 80% of the area median income, as established and updated annually by HUD. Income limits are outlined on page 12 of this handbook. Eligibility may be established in the following ways:

- **Area Benefit.** An activity, the benefits of which are available to all the residents in a particular area, where at least 51% of the residents are low- and/or moderate-income persons, is eligible under area benefit. Such an area need not be coterminous with census tracts or other officially recognized boundaries, but the entire area must be served by the activity. An activity that serves an area that is not primarily residential in character does not qualify under this criterion

- **Presumed Benefit.** To establish eligibility based on presumed benefit, the program/project must exclusively serve persons in any one or a combination of the following categories of persons who are presumed to be low- to moderate- income persons:

    - Abused Children
    - Battered Spouses
    - Elderly Persons
    - Adults Meeting the Bureau of the Census' Current Population Reports Definition of "Severely Disabled"
    - Homeless Persons
    - Illiterate Adults
    - Persons Living with AIDS
    - Migrant Farm Workers

- **Limited Clientele.** To establish eligibility under this criterion, the program/project must benefit a limited clientele, at least 51% of whom are low- or moderate-income persons. Information on family size and income must be documented so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the low- and moderate-income limit.

Eligible Activities

CDBG is split into two eligible activity categories: Public Services, and Neighborhood Housing and Infrastructure. Each category has specific eligible activities that an applicant may complete. The activity that the applicant wants to complete must fit into a consolidated plan category and an eligible activity category.

Public Services Eligible Activities

For applicants looking to apply for a Public Service activity please review the "CDBG Matrix Codes" on the CDBG Matrix Code Worksheet. All Eligible Public Service activities are listed under the Public Service section of the CDBG Matrix Code Worksheet starting on Page A-6 under the category "Public Services." These go from code numbers 03T through 05Z.

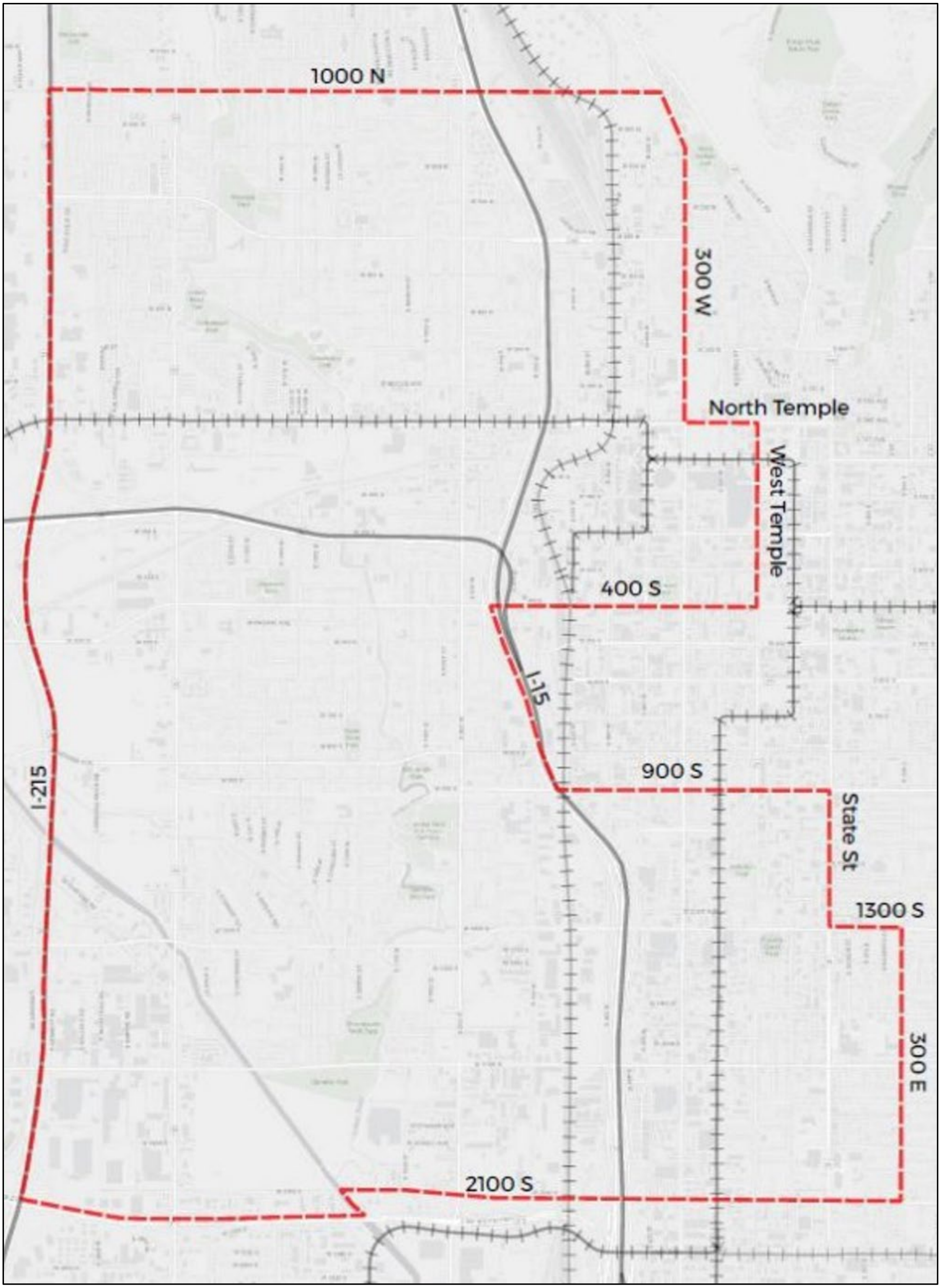
Neighborhood Housing and Infrastructure Eligible Activities

For applicants looking to apply for a Neighborhood Improvements and Housing activity please review the "CDBG Matrix Codes" on the CDBG Matrix Code Worksheet. All Eligible Neighborhood Improvements activities are listed under the Acquisition and Disposition, Public Facilities and Improvements, Housing, and Economic Development sections on the CDBF Matrix Code Worksheet.

For the 2027-2028 fiscal year, CDBG may be used for new development for affordable housing.

CDBG Eligible Census Tracts

The following map displays all CDBG eligible census tracts. A CDBG eligible census tract is a census tract where at least 51% of the households are moderate income (80% AMI) or below.


1000 N
300 W
North Temple
West Temple
400 S
I-15
900 S
State St
1300 S
I-215
300 E
2100 S

Contact Information

For more information on Salt Lake City's CDBG program and Environmental Reviews, contact:

Alexandra Hall
Community Development Grant Specialist
Alexandra.hall@slc.gov
801-535-7769

Dennis Rutledge
Community Development Grant Supervisor
Dennis.rutledge@slc.gov
801-535-7716

Kerry Thomas
Community Development Grant Specialist
Kerry.thomas@slc.gov
801-535-6409

ESG PROGRAM OVERVIEW

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act established the Emergency Solutions Grant (ESG) program. The program's purpose is to assist individuals and families regain housing stability after experiencing a housing or homelessness crisis. Salt Lake City's ESG program contains the following components:

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Re-Housing

The ESG program provides funding to:

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters;
- Rapidly rehouse homeless individuals and families; and
- Prevent families/individuals from becoming homeless.

NOTE: ESG requires a 100% match.

Qualifying Beneficiaries

This funding primarily benefits persons who meet the definition of homeless under 24 CFR 576.2, and the description of at risk of homelessness under 24 CFR 576.103. Household income must be at or below 30% of the HUD-adjusted median family income.

Eligible Activities

The ESG program may be used on a number of activities which include:

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Re-Housing
- HMIS

For more information on the ESG program and what qualifies as one of the eligible activities please review the ESG Fact Sheet provided by HUD.

Contact Information

For more information on Salt Lake City's ESG program, contact:

Kerry Thomas
Community Development Grant Specialist
Kerry.thomas@slc.gov
801-535-6409

Dennis Rutledge
Community Development Grant Supervisor
Dennis.rutledge@slc.gov
801-535-7716

HOPWA PROGRAM OVERVIEW

The Housing Opportunities for Persons with AIDS (HOPWA) program was established to provide housing assistance and related supportive services to persons living with HIV/AIDS and their families. HOPWA formula grants are distributed by the U.S. Department of Housing and Urban Development (HUD) to eligible metropolitan areas.

Salt Lake City manages the HOPWA program for Salt Lake, Summit, and Tooele Counties. Funds are administered and monitored through the City's Housing Stability Division.

Qualifying Beneficiaries

Only low-income persons (at or below 80% of area median income) that are medically diagnosed with HIV/AIDS and their households are eligible to receive HOPWA-funded assistance.

Eligible Activities

The HOPWA program can be used for the following activities:

- Housing information services including, but not limited to, counseling, information, and referral services to assist an eligible person to locate, acquire, finance, and maintain housing.

- Resource identification to establish, coordinate and develop housing assistance resources for eligible persons.
- Acquisition, rehabilitation, conversion, lease, and repair of facilities to provide housing and services.
- New construction.
- Project- or tenant-based rental assistance, including assistance for shared housing arrangements.
- Short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling.
- Supportive services including, but not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State, and Federal government benefits and services, except that health services may only be provided to individuals with acquired immunodeficiency syndrome or related diseases and not to family members of these individuals.
- Operating costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs.
- Technical assistance in establishing and operating a community residence, including planning and other pre-development or pre-construction expenses and including, but not limited to, costs relating to community outreach and educational activities regarding AIDS or related diseases for persons residing in proximity to the community residence.

For more information on what is eligible for the HOPWA program please review the corresponding CFR.

Contact Information

For more information on Salt Lake City's HOPWA program, contact:

Kerry Thomas
Community Development Grant Specialist
Kerry.thomas@slc.gov
801-535-6409

Dennis Rutledge
Community Development Grant Supervisor
Dennis.rutledge@slc.gov
801-535-7716

HOME PROGRAM OVERVIEW

HOME is the largest federal block grant designed to create affordable housing for low-income households. The U.S. Department of Housing and Neighborhood Development (HUD) designed the program to reinforce the following principles of community development:

- Empower communities to design and implement strategies that support their own needs and priorities.

- Expand and strengthen partnerships among all levels of government and the private sector in the development of affordable housing.
- Build capacity with partners through technical assistance activities and set-asides for qualified community-based nonprofit housing groups.

NOTE: HOME requires a 25% match from subrecipients.

Qualifying Beneficiaries

The eligibility of households for HOME assistance varies with the nature of the funded activity. For rental housing and rental assistance, at least 90% of benefiting families must have incomes that are no more than 60% of the HUD-adjusted area median family income (AMI) for the area. In rental projects with five or more assisted units, at least 20% of the units must be occupied by families with incomes that do not exceed 50% of the HUD-adjusted AMI. The incomes of households receiving HUD assistance must not exceed 100% of the area median income. HOME income limits are published each year by HUD. You can find the HOME Income Limits on the HUD website.

Eligible Activities

The HOME program is to be used to create safe and affordable housing throughout Salt Lake City. The funds for this program can be used on the following eligible activities:

- Development of Affordable Housing Units.
- Homeowner Rehabilitation
- Homebuyer Activities
- Tenant Based Rental Assistance

For more information on what is eligible please review the eligible and prohibited activities provided in the CFR.

Contact Information

For more information on Salt Lake City's HOPWA program, contact:

Alexandra Hall
Community Development Grant Specialist
Alexandra.hall@slc.gov
801-535-7769

Dennis Rutledge
Community Development Grant Supervisor
Dennis.rutledge@slc.gov
801-535-7716

PRWORA

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) is a federal law that establishes restrictions on eligibility for certain Federal public benefits based on an individual's immigration status.

90 FR 54363 states that PRWORA applies to CDBG, ESG, HOME, and HOPWA. You can view the full text of the regulation online. HUD plans to issue additional guidance.

Contact Information

For more information on PRWORA contact Housing Stability staff:

HousingStability_HUD@slc.gov

PART III: SCORING RUBRICS

The following rubrics provide guidance during application scoring. The rubric standards do not correspond one-to-one to specific application questions. They correspond to the overall application. The total score available for an application is 100. The rubrics make a higher score more desirable.

ELIGIBILITY RUBRIC

Table 3: Eligibility Rubric

Scoring Question	Yes	No	Not Applicable
Did the applicant complete the Area Median Income (AMI) Acknowledgement?			
Did the applicant indicate that the project would occur in a program-eligible service geography?			
Did the applicant submit a budget with indirect costs less than or equal to the regulatory cap?			
(ESG /HOME Only) Has the project demonstrated a funding match of the program requirement with their request?			
Does the applicant charge less than or equal to nominal fees for the program?			
(CDBG PS Only) Did the applicant indicate that the project was either 1) new, or 2) existing, but with an increased level of service?			
Did the applicant complete the Conflict of Interest Acknowledgement?			
(CDBG NI&H Only) Did the applicant describe how the project will comply with Davis Bacon/Section 3/BABAA?			
(If applicable) did the applicant upload the Site-Specific Ownership Documents?			
(ESG Only) Did the applicant describe how the project will participate in Coordinated Entry?			
(ESG Only) Did the applicant describe how the project will further the goals of the Salt Lake Continuum of Care?			
Did the applicant complete the Accuracy Acknowledgement?			

ADMINISTRATIVE RUBRIC

City staff follow this rubric when scoring HUD applications. Their scores reflect the relative risk of an application and project. Lower scores translate to higher risk.

Table 4: Administrative Rubric

Question	1	2	3	4	5
How well does this application align with the 2025-2029 Consolidated Plan?	The applicant made no effort to align the project with one or more of the consolidated plan goals.	N/A	N/A	The application aligns with one of the consolidated plan goals.	The application aligns with more than one consolidated plan goals.
How feasible are the applicant's goals?	Unreasonable Applicants' goals appear either far too conservative or bold beyond a reasonable margin.	N/A	N/A	N/A	Expected or Stretching Applicant goals generally align with either staff estimates or comparable programs or will stretch them.
Does the applicant plan to coordinate and/or collaborate with other community partners?	No planned coordination, but coordination would be beneficial to project scope.	N/A	Planned coordination (specific partners named), but no agreements.	N/A	Planned coordination with agreements included or no coordination, but coordination doesn't fit with the scope of the project (unnecessary).
How large is the applicant's request?	Large Request is greater than one standard deviation greater than the mean.	N/A	Moderate Request is less than one standard deviation greater than the mean, but greater than the mean.	N/A	Small Request is less than or equal to the average ask.
Is this a new, similar, or existing project?	New This is a new, pilot project for the organization.	N/A	Similar This is a new project, but our organization has worked on similar projects.	N/A	Existing Project This is an existing, ongoing project.

PART 3: SCORING RUBRICS

How familiar/experienced is the applicant with federal funding?	Unfamiliar The applicant has either never received federal funding OR last received federal funding more than three years ago.	N/A	Familiar The applicant has recently (i.e., within 3 years) received federal funding, but not through SLC.	N/A	Very Familiar The applicant has recently (i.e., within 3 years) received federal funding through SLC.
How much federal, state, or SLC funding has the applicant previously administered in the past three years?	Small Applicant awarded less than the average amount of funding in the past three years.	N/A	Moderate Applicant received less than 1 standard deviation greater than the mean total award size, but more than the mean.	N/A	Large Applicant received more than 1 standard deviation greater than the mean total award size.
How much staff turnover have they experienced in the last 3 years?	Very Disruptive Applicant experienced executive staff turnover (e.g., executive director, c-suite, higher-ups, etc.)	Disruptive Applicant lost project and/or financial staff and has not filled those positions.	Neither Disruptive nor Stable Applicant lost project and/or financial staff but refilled or created and filled new positions to replace them (net zero loss).	Stable The applicant has not seen any staff turnover in the last 3 years.	Growing The applicant has not seen any staff turnover in the last 3 years, and created and filled new positions.
How efficiently has the applicant spent previously awarded SLC Housing Stability funds (i.e., CDBG, ESG, HOME, HOPWA, FOF)?	Very Inefficient The applicant left more than 33% of all awarded funds unspent in the past three years.	Inefficient The applicant left 25%-33% of all awarded funds unspent in the past three years.	Neither Inefficient nor Efficient The applicant left 10%-25% of all awarded funds unspent in the past three years. -OR- The applicant has no history of awarded funds.	Efficient The applicant left 10% or less of all awarded funds unspent in the past three years.	Very Efficient The applicant left little to none (i.e., less than $1,000 or 1%, whichever is less) of all awarded funds unspent in the past three years.
How well has the applicant performed in past monitoring/audits?	Very Poorly The applicant's previous monitoring results revealed that there were 1) several findings, 2) unresolved findings, and/or 3) an escalation of the resolution requiring HUD involvement.	Poorly The applicant's previous monitoring results revealed 1 or more findings, but findings were corrected.	Neither Well nor Poorly The applicant's previous monitoring results revealed documented concerns, but no findings.	Not monitored in the last 3 years.	Well Previous monitoring results for the applicant revealed no findings, concerns, or other corrective actions.
How recently was the applicant monitored by SLC Housing Stability?	Never A project managed by the applicant has never previously been monitored	Not Recent SLC records indicate that 1 or more of the applicant's projects were monitored, but not in the past 3 years.	Somewhat Recent 1 or more of the applicant's projects were monitored in the past 3 years.	N/A	Recent 1 or more of the applicant's projects were monitored in the past year.

BOARD RUBRIC GUIDELINES

City Staff provide the Board with this rubric as a guide. However, their scoring justifications need not perfectly align with the rubric descriptions. Their scores reflect their perceptions of the merit of the project relative to other applications and community need. Lower scores translate to less preference for a project.

The final board score averages all the individual board member scores. Though there are less sections here than in the Administrative Rubric, the points are each weighted. This makes the board score 80% of the total points in the overall score.

Table 5: Board Rubric Guidelines

Question	1	2	3	4	5
How well does the applicant identify the critical community need they will address?	The applicant did not identify a community need, or the community need will not be addressed by the scope of the proposed project.	The applicant did not sufficiently justify that the community need is critical.	The critical community need lacks specifics, is vague, or overly generalized.	The applicant clearly identified an objective critical community need, but it was not identified as one of the most pressing needs by the annual survey.	The applicant clearly identified a critical community need that aligns with those identified as most pressing by the annual survey.
How effectively will the applicant connect with vulnerable and underserved populations or communities and/or historically underrepresented minorities?	The applicant has put little to no information on how they will identify, inform, and connect with the target population.	N/A	The applicant has a basic outreach plan that will feasibly connect to the target population, but may have gaps.	N/A	The applicant outlines a clear outreach plan that will reasonably reach their target population and exceeds reviewer expectations.
How well will this project address the identified critical community need?	The applicant makes no connection to the critical community need in its project scope.	The applicant connects the need to the project, but the connection lacks specifics.	The applicant connects the need to the project, but the project outputs appear disjointed from the project work.	The applicant clearly connects the need to the project, but the project only appears to provide a short-term, temporary response.	The applicant clearly connects the community need to the project and project outputs. Further, the applicant outlines how this project will provide both a short- and long-term impact to the community it intends to serve.
Are the applicants' goals SMART? **Smart:** Clearly defined purpose with actual numbers. **Measurable:** Real	Beneficiary goals do not align with the project. No SMART component is met.	Beneficiary goals meet at least one SMART component.	Beneficiary goals meet at least two SMART components.	Beneficiary goals meet at least three SMART components.	Beneficiary goals align with all 4+ SMART components.

impact of project knowable. **Achievable:** The project is feasible with the resources requested. **Relevant:** Goals align with the project scope. **Timely:** Achievable within award time frame (~1 year).					
Rate the applicant's use of evidence-based best practices.	Applicant does not identify or apply evidence-based best practices.	Applicant identifies few evidence-based best practices but does not include how they will implement them.	Applicant identifies few evidence-based best practices, and minimal information on how they will incorporate these to the project.	Applicant identifies evidence-based best practices and clearly how they will incorporate these best practices. Did not include citations or references to research or data.	Applicant identifies evidence-based best practices and clearly how they will incorporate these best practices. Included citations or references to research and data.
Is the funding requested reasonable based on the scope of work, project outputs, and outcomes, including clients served?	The funding requested appears excessive or insufficient for the proposed project (scope of work, project outputs, and outcomes).	N/A	The funding requested and budget line items generally align with the applicant's proposed scope of work and could reasonably meet the scope, outputs, and outcomes of the project.	N/A	The applicant clearly demonstrates how the requested funding will be used to accomplish the proposed project. Budget line items are clearly connected to work being accomplished, to outputs, and to outcomes.
How well does the applicant seek to continuously improve their organization, workflow, and services?	Applicant has not used past project data to make any changes to improve their organization, workflow, and services.	N/A	Applicant has used past performance data to make improvements, but does not explain how they will continue to do so in future years.	N/A	Applicant gives concrete examples of how they have used past project data to improve their organization, workflow, and services. Applicant demonstrates a commitment to continuous improvement.
How well does this project align with the needs of the community you (board member) represent?	This Project does not meet the needs of the community I represent	N/A	This project aligns with the need in a adjacent community to mine and indirectly to the members within.	N/A	This project aligns with the needs in my community and its members directly
How well did the applicant collaborate	The applicant will not	N/A	The applicant will collaborate with	N/A	The applicant will collaborate with

with other organizations?	collaborate with any other organization to complete this project.		one organization to complete this project.		two or more organization to complete this project.