

Rating and Budget Sheet Instructions

This evaluation tool is meant to help prioritize the project applications based on Burlington's CDBG program objectives.

Step One: Rating the Applications (Public Service and Development)

Use the **Evaluation Criteria (PowerPoint presentation from Orientation Meeting)** to give each Public Service and Development Application a preliminary score and rank. To simplify the process, you will be using a 3-point scale on the individual **Scoring Form**. However, the maximum possible points for each section are noted on the Evaluation Criteria presentation as well as the Notice of Funding Availability (NOFA). **Once you have scored each section, transfer the section scores to the Rating Spreadsheet (excel). You will be submitting the Rating Spreadsheet ONLY. The Scoring Form is an internal tool for you to use and does not need to be submitted.** Application scores will calculate automatically on the excel rating spreadsheet after you input all of your 3-point scores. Please do not rate proposals where you have a conflict of interest; leave them blank.

Step Two: Applying your award recommendations (on the Rating Spreadsheet)

Give each application a preliminary recommended funding amount (between \$0 and the amount requested – do not award an amount greater than the amount requested on the application). **You do not need to balance the budget at this stage! - your award amounts that you input on the rating sheets do not need to equal the amount of funding available.** We will focus on balancing the CDBG budget at our in-person allocation meetings. At this stage, your recommended award amount should be reflective of the application scores from Step One (e.g. if an application scored very low based on the evaluation criteria then you should not award the amount requested in the application). **It is okay to recommend \$0 funding for any of the applications you are reviewing.** If you have a conflict of interest on a project, leave the funding amount for that project blank.

Step Three:

Please send your completed Public Service and Development Rating Spreadsheets to ccurtis@burlingtonvt.gov per the deadlines listed in the Meeting and Work Schedule document.

1. CEDO will use your rating sheets to determine the average funding amount and the average score for each application.
2. CEDO will prepare and display (digital) posters showing this data at the allocation meetings.
3. The fun begins! The Board must unanimously agree on how to fund each application based on the collective data that will be presented at the allocation meetings. Each meeting concludes once the CDBG budget is balanced and the Board votes to approve the final funding amount for each application.