CDBG Subrecipient Management – Online
Homework Assignment Three
Selecting Subrecipients

For this assignment you will need:

    A. The Happy Valley Human Resource Agency (HVHRA) application
    B. The Happy Valley Application Scoring Criteria
    C. The Happy Valley Public Service Priorities chart
    D. Matrix Code chart

Using the Application Scoring Criteria developed by the Happy Valley Community Development Department and provided to the applicants, and the Public Service Priorities rankings from Happy Valley's Consolidated Plan, evaluate the Happy Valley Human Resource Agency application and prepare a funding recommendation. There is a blank score sheet on Page 6 of the Application.

When you have read and evaluated the application, answer the following questions:

1. What priority level does the proposed activity meet?

    a) Identified need(s)/populations are high priority – 10
    b) Identified need(s) are medium priority – 5
    c) Identified need(s) are low priority – 1
    d) No need identified – 0

2. Based on your reading of Question 8 in the application, what score did you award for your understanding of the project? (Use the Item 4 Worksheet.)

    a) 7-8 points
    b) 5-6 points
    c) 3-4 points
    d) 1-2 points
    e) No points

3. Will the activity provide a good value to the City? What score did you award?

    a) 7-8 points
    b) 5-6 points
    c) 3-4 points
    d) 1-2 points
    e) No points

4. How did HVHRA do with its treatment of outcomes and measurements? What score did you award?

    a) Outcomes/measurements well defined – 10
    b) Outcomes/measurements moderately well defined – 5
    c) Outcomes/measurements poorly defined – 1
    d) Outcomes/measurements not defined – 0

5. Based on your reading of the application, how experienced is HVHRA in administering grants? (Refer to your scoring of Question 7).

    a) Very experienced – 10
    b) Some experience – 5
    c) Very little experience – 3
    d) No experience – 0

6. How well does HVHRA work with other organizations?

    a) Coordinates services with multiple named agencies – 5
    b) Coordinates services with one named agency – 4
    c) Coordinates services with one or more unnamed agency – 3
    d) Networks with other named agencies – 2
    e) Networks with other unnamed agencies – 1
    f) Applicant operates in a vacuum – 0

7. The "bang-for-the-buck" question is probably the least objective criterion, but it can also make the difference between two competing applications. How did you score HVHRA?
    a) 9-10
    b) 6-8
    c) 3-5
    d) 1-2
    e) 0

8. What total score did you award the application?

    a) 90-100
    b) 80-89
    c) 70-79
    d) Less than 70

9. Based on your reading of the application, will you vote to fund the activity?

    a) Yes
    b) Yes, but only if special conditions are included in the Subrecipient Agreement
    c) No
    d) Maybe. I still have some questions that need answers

10. If you decide to fund the proposed project, which Matrix Code will you assign it in IDIS?
    a) 05A
    b) 05E
    c) 05M
    d) 05W