Safety Net Services Evaluation

	CRITERIA/REQUIREMENTS	DESCRIPTION	DETERMINATION
Services to Target Populations	Services support low/moderate income Evanston residents.	Description of population served is clear. Program serves predominantly low/moderate income residents (majority of < 50% AMI).	
	Services reach/support Evanston residents from marginalized AND underserved communities.	Application documents that residents from underserved/ marginalized populations are accessing safety net service (BIPOC residents, limitied English proficiency, people w/disabilities, etc.).	
	Program serves a significant portion of Evanston residents or a substantial number of Evanston residents.	Residents comprise 50% or more of total population served OR a significant number of residents use program services (ex: 500+ people served). Number of Evanston residents served is reasonable based on total population served.	
	City funds would increase services to Evanston residents OR loss of funds/denial of award would significantly decrease services to residents or reduce the number of residents served.	Application includes projections of residents to receive services, the number of residents served in prior year, and waitlist numbers. Increase in capacity/services is proportionate to the funding requested.	
	Program effectively markets services/provides outreach to Evanston residents.	Program advertises services to targeted Evanston populations; program provides outreach specifically to residents AND community partners serving target populations.	
	Program has a system for receiving participant feedback/incorporates feedback from lived community.	Application documents feedback procedures (program offers participant surveys, advisory board includes past participants, complaint/grievance process described) AND describes impact on service provision.	
	Program provides culturally humble or culturally competent services.	Application describes cultural competency practices/training opportunities; staff demographics reflect population served, bilingual staff or language translation services available/offered, agency relies on advisory board whose members have experience utilizing similar services, etc.	
	Program provides measurable services that help residents in need of support	***Program demonstrates a history of providing services to Evanston residents that stabilize people in crisis or helps participants become self-sufficient in the community***	
		TOTAL	**80**
Safety Net Service(s) & Community Partnerships	Identify the category of service.	Service can be classified as one of the following: basic need (shelter, food) or direct poverty reducing action (provides/connects to subsidies or improves access to income: childcare, workforce training, records expunging), crisis interruption/prevention, future poverty prevention measure, or enrichment program/service.	
	Services are clearly described and ***measurable***. Application clearly defines connection between service(s) provided and stabilization of participants.	Services result in a ***measurable improvement*** to residents who access/receive service(s). Service enables residents to cope with a specific, limited-time hardship, address a crisis, or service prevents participants from experiencing further destabilization.	
	Evanston residents need and can access this service.	Application documents resident demand for services by enrollment numbers/number of residents on waitlist. Service described meets documented community need(s) based on community feedback; Service helps residents remain in Evanston.	
	Services are easily accessible to Evanston residents.	Target populations can easily access services (enrollment is no barrier/low-barrier, service is no cost or offered on a sliding scale, etc.) AND accessibility of service tailored to needs of participants (service location is accessible by public transportation, remote services available, hours of service provision are consistent, participants can make appointments, location(s) of service provision/hours of operation described clearly, etc.)	
	City funds would increase capacity to serve residents/prioritize residents OR award would provide ongoing services to residents.	Program is able to **track** resident enrollment/services to residents AND **measure** increased/ongoing capacity to serve new residents	
	Program works collaboratively with community partners.	Program accepts referrals and is able to document referrals from community partners.	
		TOTAL	**50**
Cost Reasonableness & Budget	Award request is reasonable based on **program** budget.	**Program** budget is complete, costs are reasonable based on the number of participants served/services provided.	
	Allocation of City funding is clear and allowable; there is a direct association between allocation of funds and increased/ongoing service provision.	Expenses/Funding based on Chart of Accounts; request and existing program resources proportionate to number of residents served.	
	Financial Sustainability: services will be provided if funded at less than the full request.	Other sources of funds identified/secured or there is reasonable likelihood they will be secured AND proof that other funds have been earmarked for program and secured in past years.	
		TOTAL	**30**
			160

Administrative Review

Reporting system robust enough to document outcomes (digitized, searchable, secured)	
Program capacity documented; services to residents verified and reasonable based on total population served	
Program demonstrates ability to document participants' eligibility and outcomes	
Any monitoring and/or audit findings or concerns have been addressed/corrected.	
Intake procedures described/documented	
Award request is reasonable based on numbers of residents served (based on projected allocation of award, program budget, award request, and standard fees for service/total population served)	
If funded in prior years, services/programs have been implemented substantially as proposed and goals and outcomes achieved. OR, application able to demonstrate consistency of services and that residents are in need of services.	
If funded in prior years, reports and documentation have been provided in a timely manner. OR reporting system described sufficiently by new applicants	
Evanston residents receive stabilization services and support	
Organization has the experience and knowledge to manage federal/public funds based on proof of past experience whether with Evanston or some other grant	
Program budget is accurate based on chart of accounts	
Agency/Program is financial sound, audit/financial information provided. Any monitoring and or audit findings/concerns have been addressed/corrected	

Scoring method	
Full points	Requirement fully met and well tracked and documented
Half points	Requirement partially met and/or partially documented
no points	Requirement not sufficiently met