



# CITY OF DUBLIN UNIVERSAL GRANT RATING SHEET

Organization: \_\_\_\_\_

Program: \_\_\_\_\_

<i>Maximum of 15 points</i>		<b>PROPOSAL SCORE</b>
RECOMMEND FUNDING	Yes <input type="checkbox"/> No <input type="checkbox"/>	
FUNDING SOURCE	CDBG <input type="checkbox"/> Comm. Grant <input type="checkbox"/> Incl. Fund <input type="checkbox"/>	
Total Requested	Total Recommended	

IF RECOMMENDING CDBG FUNDING, NOTE THAT CDBG FUNDS MAY ONLY BE USED FOR THE FOLLOWING ACTIVITIES AS DEFINED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (CHECK ONE).

CAPITAL PROJECTS       PUBLIC SERVICE       HOUSING       ECONOMIC DEVELOPMENT

THE WORD "PROGRAM" IS USED BELOW ON THIS FORM TO INCLUDE SERVICES, ACTIVITIES OR IMPROVEMENTS.

**1. Organization/Management**

- ♦ The organization previously received funding from Dublin, **and** has fully complied with the City's management procedures, including invoice and report deadlines.
- ♦ The organization, as presented in the application, is able to achieve the stated goals and outcomes.
- ♦ The organization and their staff are qualified and have the capacity to provide for the program. (i.e. non-profit status, resumes for staff, a Board of Directors, information on clients served).
- ♦ The organization has completed all required aspects of the application process.
- ♦ The proposed program has a successful proven track record (not a new program).

(Maximum of 5) \_\_\_\_\_

**2. Needs/Benefit**

- ♦ The beneficiaries are an appropriate target group (lower income residents, handicapped, elderly, youth, etc.)
- ♦ The organization provides an activity to Dublin residents that other organizations do not provide.
- ♦ **Applicant's activity: (choose a or b)**
  - a. **benefits a majority of Dublin residents by meeting the City's Mission, Vision and Values OR**
  - b. **meets at least one of the U.S. Department of Housing and Urban Development's Strategic Goals or Policy Priorities.**
- ♦ The organization's program meets one of the 14 Areas of Concern as identified in the 2011 Eastern Alameda County Needs Assessment Report
- ♦ The organization collaborates with other agencies to enhance services.

(Maximum of 5) \_\_\_\_\_

### 3. Funding/ Budget

- ♦ The amount of funding requested compared to the number of Dublin residents served is reasonable.
- ♦ Fiscal responsibility - evaluation of the most current audit does not reveal one or more \*material weaknesses\* (or equivalent) that could jeopardize other funding.
- ♦ Program and administrative budget covers the cost to provide for the program.
- ♦ The organization leverages other funding sources to provide activities/services/improvements.
- ♦ The organization charges a fee and/or produces other income that may be used to support this program (review submitted fee schedule if applicable).

(Maximum of 5) \_\_\_\_\_

#### \*Standardized accounting audit statements

1. A “Control Deficiency”, which is the lowest of the three deficiencies, exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis.
2. A “Significant Deficiency” is a control deficiency or a combination of control deficiencies, that adversely effects the organization’s ability to initiate, authorize, record, process or report financial data in accordance with the Generally Accepted Accounting Principles, and that the likelihood of a misstatement of the organization’s financial statement that is more than inconsequential which will not be prevented or detected by the organization’s established internal controls.
3. A “Material Weakness”, is a significant deficiency or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements which will not be prevented or detected by the organization’s established internal controls.

❖ Rating Criteria is subject to change from time to time to reflect the current industry or to address the type of applications received.❖