Nebraska Council on Developmental Disabilities  
Subaward Evaluation Criteria Score Sheet

Project: 

Applicant: 

Reviewer: 

Fill in this cover page after completing the attached score sheet.

| Council Funds Requested | $______________ |
| Match Funds           | $______________ |
| Match amount is minimum of 25% | _____ Yes _____ No |
| (divide Council Funds Requested by 3) |
| Project meets target population: | _____ Yes _____ No |
| Project address State Plan Goal: | _____ Yes _____ No |
| Agreements Terminated/Disbarred: | _____ Yes _____ No |

*Applicants who have been disbarred by the US Federal government are not eligible to receive funding under this RFA.

1. Project Summary | _____ of 5 points |
2. Qualifications | _____ of 5 points |
   Federal Grant Experience: _____ Yes _____ No |
3. Coordination and Collaboration | _____ of 15 points |
4. Detailed Narrative | _____ of 30 points |
5. Accomplishments | _____ of 15 points |
6. Work Plan | _____ of 30 points |
7. Project Sustainability | _____ of 20 points |
8. Budget Justification | _____ of 15 points |
9. Budget | _____ of 15 points |

**Total Score:** _____ of 150 points

(Score is determined by averaging the points awarded by all reviewers)

Reviewer Recommendation: 

- _____ Award Application as Submitted 
- _____ Request Modifications for Application Award 
- _____ Deny Application 

Record overall comments on the following pages.
Requested Modifications (Contingencies):
Subrecipient must make the following **required changes/corrections** to their application:

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Subrecipient is to be given the following suggestions to make their application stronger:

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Reasons for Denial:

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**Application Requirements** The following information **must** be included in the application in order for it to be considered for review.

The target population is persons with developmental disabilities.

[ ] Yes  [ ] No

The project addresses one of the four goals in the Council’s 2022-2026 5-year State Plan of the applicant’s choice

[ ] Yes  [ ] No

<table>
<thead>
<tr>
<th>Terminated / Disbarred</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Summary of any agreements executed within the last five years with federal awarding agencies or pass-through entities terminated for cause or where specific conditions were placed on applicant, or applicant disbarment by the US federal government is provided, if applicable. <strong>If an Applicant has been disbarred by the United States Federal government, it is not eligible to receive funding under this RFA.</strong></td>
<td></td>
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</table>

Comments:
<table>
<thead>
<tr>
<th>Project Summary</th>
<th>4–5 pts = Excellent</th>
<th>2–3 pts = Good</th>
<th>1 pt = Poor</th>
</tr>
</thead>
</table>

- Summary clearly states the project’s goal, activities to be undertaken to meet the project goal, and the projected impact on people with developmental disabilities and their families/guardians or others.

**Comments:**

**Recommendations for improvement:**

**Score:** ___ out of 5
<table>
<thead>
<tr>
<th>Qualifications</th>
<th>4–5 pts = Excellent</th>
<th>2–3 pts = Good</th>
<th>1 pt = Poor</th>
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<tbody>
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</tbody>
</table>

- Agency qualifications, mission, programs, and services are described.
- Experience advocating on behalf of people with developmental disabilities and their families/guardians is described, including individuals from culturally diverse backgrounds.
- Description of past accomplishments in conducting activities similar to those proposed are included.
- Qualifications and experience of persons who will be responsible for the project are defined.
- Federal Grant Experience
  - Yes
  - No
  - Applicant/agency has previous experience with federal grant funds.
    - Describes/demonstrates knowledge of Uniform Grant Guidance/HHS Grants Guidance

Comments:

Recommendations for improvement:

Score: ___ out of 5
<table>
<thead>
<tr>
<th>3 Coordination &amp; Collaboration</th>
<th>11–15 pts = Excellent</th>
<th>6–10 pts = Good</th>
<th>1–5 pts = Poor</th>
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</thead>
<tbody>
<tr>
<td>• List of current agency subawards and contracts included.</td>
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<tr>
<td>• Evidence of working relationships and community partnering with shared goals and activities is documented.</td>
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<tr>
<td>• Letter(s) of collaboration from community partners are included.</td>
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<tr>
<td>• Letters from agencies that are part of the sustainability plan are included with description of what they will do to support the project beyond subaward funds.</td>
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<tr>
<td>• List of agency membership on community focus groups, teams, coalitions, or other local organizations is included.</td>
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</tbody>
</table>

Comments:

Recommendations for improvement:

Score: ___ out of 15
<table>
<thead>
<tr>
<th>Score: ____ out of 30</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4 Detailed Narrative</th>
<th>21–30 pts = Excellent</th>
<th>11–20 pts = Good</th>
<th>1–10 pts = Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The goal and objective from the Council’s State Plan that is being addressed is identified.</td>
<td></td>
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<tr>
<td>• Description of the systems change that is being targeted is stated, if applicable.</td>
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<tr>
<td>• A detailed description of what the applicant is proposing to do is clearly explained.</td>
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Comments:

Recommendations for improvement:
<table>
<thead>
<tr>
<th>5 Accomplishments</th>
<th>11–15 pts = Excellent</th>
<th>6–10 pts = Good</th>
<th>1–5 pts = Poor</th>
</tr>
</thead>
</table>

- Expected accomplishments of the project are clearly stated.
- Output and outcomes to be achieved are clearly stated.
- Explanation of how successful completion of the project will contribute to the State Plan Goal identified.
- Explanation of short and long-term benefits of the project for individuals with developmental disabilities and their families/guardians and others is included.

Comments:

Recommendations for improvement:

Score: ___ out of 15
<table>
<thead>
<tr>
<th>Score: ___ out of 30</th>
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<table>
<thead>
<tr>
<th>6 Work Plan 21–30 pts = Excellent  11–20 pts = Good  1–10 pts = Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Time-referenced and measurable activities to meet the project goal are present, including one that addresses project sustainability.</td>
</tr>
<tr>
<td>• Expected outcomes including projected numbers are stated.</td>
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<tr>
<td>• A realistic timeline is identified which includes the goals, objectives, and activities are described in the work plan.</td>
</tr>
</tbody>
</table>

Comments:

Recommendations for improvement:
<table>
<thead>
<tr>
<th>7 Project Sustainability</th>
<th>14–20 pts = Excellent</th>
<th>7–13 pts = Good</th>
<th>1–6 pts = Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The activities, features, or practices that the applicant wants to sustain once Council funds end are clearly identified.</td>
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<tr>
<td>• A description of whether their agency or other agencies or collaborators will assume responsibility for maintaining these activities, features, or practices is detailed.</td>
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<tr>
<td>• Work plan includes a goal and objectives related to sustainability of the project and/or its outcomes.</td>
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Comments:

Recommendations for improvement:

Score: ___ out of 20
### Budget Justification

<table>
<thead>
<tr>
<th>Score</th>
<th>11–15 pts = Excellent</th>
<th>6–10 pts = Good</th>
<th>1–5 pts = Poor</th>
</tr>
</thead>
</table>

- A brief explanation of how the funds requested will support the project goals and activities is provided.
- Detail of how the applicant arrived at the budget figures is included.
- Costs to be charged to Council’s federal funds and those charged to matching funds are identified.
- Explanation of how phone, rent, or copying will be charged between Council federal funds and applicant’s agency funds.
- If Personnel expenses are requested, employee name, position, and percentage of time they will be working on the project is noted.

**Comments:**

**Recommendations for improvement:**

Score: ____ out of 15
<table>
<thead>
<tr>
<th>9 Budget</th>
<th>11–15 pts = Excellent</th>
<th>6–10 pts = Good</th>
<th>1–5 pts = Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Budget expenses are appropriate and related to the project work plan.</td>
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<tr>
<td>• Budget does not include equipment, ongoing operating expenses, construction or renovation costs, or direct services for people with developmental disabilities unless these are part of a model demonstration.</td>
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<tr>
<td>• Budget includes a 25% match of the subaward. (Total of Council requested funds divided by 3. For a $15,000 subaward, the minimum match would be $5,000.)</td>
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<tr>
<td>• Source of matching funds is clearly identified.</td>
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Comments:

Recommendations for improvement:

Score: ___ out of 15