

EVALUATION/RATING FORM

Community Solutions Investment/Funding Application: 7/1/12-6/30/14 Program Period

1/4/12

(Note: Fill out only one set of Section I and II, regardless of the number of programs for which funding is being requested.)

ORGANIZATION:

Rater's Name: _____ Date: _____

<p><u>I. Organizational Governance (no points)</u> Expectation: The board of directors of the organization applying for funding is an active body, representative of the community, responsible for policy setting, fiscal guidance, and ongoing governance of the organization. The board regularly reviews the organization's policies and operations and works effectively with the organization's authorized representative. The organization's mission/purpose is clearly stated and is congruent with services to be provided. The organization is stable, responsive to community needs and engages in strategic planning. (Review application responses.)</p>	<p>Comments</p>	
<p>A. The board of directors is active and meeting minutes are maintained for all board meetings. (Review response to question I.A. on the application.)</p>		
<p>B. The board is involved in ongoing strategic planning and organization governance. (Review response to question I.B. on the application.)</p>		
<p>C. The organization has a clearly stated purpose and mission and is congruent with proposed services. (Review responses to questions I.C. on the application.)</p>		
<p>D. The organization has a non-discrimination policy. (Review response to questions I.D. on the application.)</p>		
<p>E. The organization annually certifies compliance with U.W. Patriot Act. (Review response to question I.E. on the application.)</p>		
<p>F. The organization follows an annual written process to ensure that board members and staff disclose any potential conflicts of interest. (Review response to question I.F. on the application. If "No", a reasonable explanation is provided.)</p>		

<p><u>II. Financial Accountability – 20 pts.</u> Expectation: The organization applying for funding manages its financial affairs efficiently and effectively with appropriate oversight by the board of directors. It also makes full disclosure of all resources received and expended. The organization has a stable and diversified funding base, adequate resources, reasonable expenses and overhead, limited or no deficits, appropriate reserves and effective fundraising strategies. The organization has the resources necessary to fulfill its mission/purpose, provide a full range of services, including services for which United Way funds are being requested, and support essential growth. (Review application responses, organization balance sheet, and income/expense financial statement, financial audit or review.)</p>	<p>Comments</p>	<p>Pts.</p>
<p>A. The organization's most recent financial audit or review opinion letter reflects that it conforms to Generally Accepted Accounting Principles and that there is an unqualified (clean) opinion with no exceptions noted. United Way's expectation is that agencies with gross revenues of \$250,000 or more, as reported on the IRS 990 Form, will have an annual independent audit, with no exceptions noted by the auditor. If the organization has less than \$250,000 in gross revenues, it will have an annual financial review conducted by an independent auditor, with no exceptions noted. (Review response to question II.A. on the application. Review the auditor's opinion letter.)</p>		

<p>B.1. Based on the organization's most recent financial audit or review, the current ratio (current assets to current liabilities) is equal to or greater than 1.5. United Way's expectation is that the organization will have enough cash to pay current debts. (Review response to question II.B.1. on the application. The purpose of this calculation is to measure an organization's short-term debt paying ability. Total current assets are divided by total current liabilities. Look for a 1.5 : 1 or higher ratio. Example: Current Ratio = $\frac{\text{Current Assets of } \\$516,750}{\text{Current Liabilities of } \\$344,500} = \frac{\\$1.50}{\\$1.00} = 1.5$</p> <p>If the current ratio is lower than 1.5 : 1, it should be explained.)</p>		
<p>B.2. Based on the organization's most recent financial audit or review, the debt ratio (total liabilities to total assets) is equal to or less than .5. United Way's expectation is that the organization be able to meet its maturing obligations. (Review response to question II.B.2. on the application. The purpose of this calculation is to measure the organization's ability to withstand losses and still be able to pay their debts. Total liabilities are divided by total assets. Look for a .5 : 1 ratio or lower. Example: Debt Ratio = $\frac{\text{Total Liabilities of } \\$388,564}{\text{Total Assets of } \\$777,128} = \frac{\\$.50}{\\$1.00} = .5$</p> <p>If the debt ratio is higher than .5 : 1, it should be explained.)</p>		
<p>C. The audit or financial review is presented to the full board by the independent certified public accountant or audit committee chair. (Review response to questions II.C. on the application.)</p>		
<p>D. The board, executive committee or audit committee reviews the management letter and takes appropriate actions to minimize any risks identified. (Review response to question II.D. on the application.)</p>		
<p>E. The organization has filed the IRS Form 990 or a Form 990-N Electronic Notice within nine months of fiscal year end. (Review response to question II.E. If "No", a reasonable explanation was provided.)</p>		
<p>E.1.c. Overhead expenses (management, fundraising, payments to affiliates) are 25% or less of total revenues. United Way's expectations are that an organization's overhead expenses not exceed 25% of its revenue. (Review response to question II.E.1.c on the application and review the 3-year trend of IRS 990 information. The amount of management/fundraising/payments to affiliates divided by the total revenue, as reported on the IRS 990 Form, equals the percentage of overhead expense.)</p>		
<p>E.1.e. Based on the organization's most recent IRS 990, there is not a pattern of deficit spending. (Review response to question II.E.1.e. on the application. A deficit spending situation should have a plausible explanation.)</p>		
<p>E.2. The IRS Form 990 was provided to the organization's governing body before it was submitted. (Review response to question II.E.3 on the application. If "No", a reasonable explanation was provided.)</p>		
<p>F. The organization discloses whether it has a relationship with any wholly owned subsidiary. If so, the most recent IRS Schedule K was submitted. (Review response to question II.F. on the application.)</p>		
<p>H. The organization's board has at least two members with financial experience. (Review response to question II.H. on the application. If "No", a reasonable explanation was provided.)</p>		
<p>I. The organization's board approves the annual budget. (Review response to question II.I. on the application.)</p>		
<p>J. There are guidelines that ensure that funds will be used for the purpose in which it was intended. (Review response to question II.J. on the application.)</p>		
<p>K. The board of directors receives and reviews organizational financial reports on a regular basis, at least quarterly. (Review response to question II.K. on the application.)</p>		
<p>L. The organization has at least 2 months of cash or short-term investments available for emergency/contingency funding of operations. (Review response to question II.L. on the application; look for a "Yes" answer and the dollar amount. If the answer is "No," it should be explained.)</p>		

M. The organization is not planning any organizational changes in the next 2 years. (Review response to question II.M. on the application. If "Yes", review written explanation.)		
N. The organization is not involved in any type of litigation. (Review response to question II.N. on the application. If the organization is involved in litigation, an explanation should be provided and carefully reviewed.)		
O. In the past 12 months, there has not been any government agency led investigations of the organization for violations of local, state, or federal laws. (Review response to question II.O. on the application. If "Yes", carefully review written explanation.)		
P. The organization complies with provisions of Sarbanes-Oxley applicable to non-profit corporations, whistleblower protection and implementation of document retention and destruction policies. (Review response to question II.P. on the application. If "No", a reasonable explanation was provided on what they are doing to become compliant.)		
Points Earned in this Section		

(Note: Fill out pages with Sections III, IV, and V for each program for which funding is being requested.)

Program Name:

<p>III. Program Design and Responsiveness – 35 pts. Expectation: The proposed services and outcomes align with United Way's investment and funding targets and the Community Solutions Plan's outcomes. The organization is vital, proactive, and responsive to changes in the service environment and demonstrates "best practices" and innovativeness in the delivery of services and achievement of program goals and outcomes. The program has a measurement system in place to validate results and achievement of program goals and outcomes. The organization is active and visible in the community. (Review Program Goals Worksheets and specific responses in Section III.D. on the application.)</p>	Comments	Pts.
<p>D.1 The need for the proposed program in Benton and Franklin Counties is clearly and adequately established. (Review response to question III.D.1 on the application.)</p>		
<p>D.2. The target population to be served is clearly described, along with methods to be used to encourage participation of the most in need and/or most at risk. United Way expects that services are accessible to all people in the proposed population and provide realistic activities that are designed to change people's lives. (Review response to question III.D.2. on the application.)</p>		
<p>D.3. There is a description of how services will address the ongoing symptoms and underlying causes of the problem. (Review response to question III.D.3. on the application.)</p>		
<p>D.4. There is a clear description of how the accomplishment of measurable program goals will lead to the long-term outcome ultimately being achieved. (Review information on the Program Goals Worksheets A and B, especially the Level 3 Goals and Level 3 Indicators that need to align directly with the Long-Term Outcome. Also review responses in Section III.D.4. on the application.)</p>		
<p>D.5. It is clear as to how persons served (including numbers and percentages) will be followed to track and measure advancement towards achievement of the long-term outcome identified. (Review information on the Program Goals Worksheets and responses in Section III.D.5. on the application.)</p>		
<p>D.6. There is a description of how "best practices" and innovation will be utilized in providing services and achieving measurable program goals and outcomes. (Review response to question III.D.6. on the application.)</p>		
<p>D.7. There is a convincing explanation of the new alliances and partnerships that have been or will be formed in order to deliver services and achieve program goals and outcomes. (Review response to question III.D.7. on the application.)</p>		
<p>D.8. There is a clear and reasonable description of how collaboration, coordination and communication among multiple organizations, including service providers, private business, governmental entities, etc. will maximize resources and achieve program goals and outcomes more effectively and efficiently. (Review response to question III.D.8. on the application.)</p>		
<p>D.9. There is a clear explanation of how the community at-large will be informed and educated about the needs and issues being addressed, as well as the services to be provided and the outcomes to be achieved. (Review response to question III.D.9. on the application.)</p>		
<p>Overall --Proposed services are sufficiently comprehensive in scope in order to achieve the targeted program goals and outcomes. (Review information on the Program Goals Worksheets A and B, especially the Level 3 Goals and Level 3 Indicators that need to align directly with the Long-Term Outcome. Also review responses in Section III.D. on the application.)</p>		
<p>Overall --Proposed services and the targeted results are realistically achievable and will improve the quality of life of persons served. United Way's expectation is that the improvement in a person's quality of life will occur through the achievement of program goals and outcomes. (Review information on the Program Goals Worksheets and responses in Section III.D. on the application.)</p>		
	Points Earned in this Section	

<p>IV. Program Cost Effectiveness – 25 pts. Expectation: The organization applying for funding leverages internal and external resources in providing services for which they are seeking funding and achieving targeted outcomes. The organization is innovative with existing resources. (Review application responses.)</p>	Comments	Pts.
<p>IV.E. & F. The average cost to serve each person is clearly identified and seems reasonable. United Way's expectation is that the average cost to serve each person be reasonable for the type of services to be provided and the goals and outcomes to be achieved. The average cost per person may be used to compare similar programs. (Review response to question IV.E. and F. on the application.)</p>		
<p>IV.G. & H. The average cost per person planned to achieve the "Level 3 Goal/s" is identified. United Way's expectation is that this average cost represents a good investment for the community and the best value in terms of quantity and quality of services to be provided. The average cost per person planned to achieve the "Level 3 Goal/s" may be used to compare similar programs. (Review response to question IV.G. and H. on the application.)</p>		
<p>IV. I. The organization has other sources of revenue and/or has been successful in obtaining other sources of revenue beyond UW funding to support the proposed program. United Way's expectation is that the organization will have a variety of funding sources to provide revenue for programs funded by United Way and that the organization is innovative with its resources and/or has been successful in leveraging other resources. Other funding sources may include contributions, fundraising events, state or federal contracts, fees for service, other grants, etc. (Review response to question IV.I. on the application.)</p>		
Points Earned in this Section		

<p>V. Relevant Experience – 20 pts. Expectation: The organization applying for funding has experience in successfully providing similar services and demonstrates the effectiveness of the services provided. Organizations previously operating successful programs funded by UW will be recognized during the application review process. The organization is active and visible in the community and works cooperatively with other community entities as appropriate to maximize resources in providing services and achieving outcomes effectively and efficiently. The organization does not have outstanding performance issues with previous or current funding sources. (Review application responses.)</p>	Comments	Pts.
<p>V.A. The organization has a demonstrated track record of successfully providing services and achieving goals and outcomes similar to those being proposed. (Review response to question V.A. on the application.)</p>		
<p>V.B. The organization has worked cooperatively with other community entities as appropriate to maximize resources in providing services and achieving goals and outcomes effectively and efficiently. (Review response to question V.B. on the application.)</p>		
<p>V.C. The organization does not have any unsettled performance issues with any previous or current funding sources. (Review response to question V.C. on the application.)</p>		
Points Earned in this Section		

(Note: Fill out one of these pages for the organization.)

TOTAL POINTS

	Max. Pts.	Points Achieved		
		Program #1	Program #2	Program #3
I. Organizational Governance	0			
II. Financial Accountability	20			
III. Program Design/Responsiveness	35			
IV. Program Cost Effectiveness	25			
V. Relevant Experience	20			
TOTAL POINTS	100			