

2010 Oregon IDA Review Criteria for Renewal Applicants

Overview

Applications to act as Fiduciary Organization partners of the Oregon IDA Initiative are reviewed carefully during the funding allocation process. All applicants must demonstrate organizational capacity to manage an excellent IDA program. Capacity is demonstrated by a strong, carefully thought out program plan and proposal as well as by evidence of past performance (see the RFA for specific questions in addition to the summary below).

Allocation of funds to partners is then based on a variety of factors. Fund allocation may also support the policy goals of making IDAs available in all corners of the state, ensuring that IDAs are available to support a diverse population reaching a variety of asset building goals, and of supporting the stable operation of the Initiative through its Fiduciary Organization partners.

Funding allocation decisions will typically weight review factors as follows:

1. **Organizational Capacity and IDA Program Plan – 50% or more**
2. **Past Performance (Demonstrating Capacity) – 40% or more**
3. **Policy Goals – up to 10%**

Capacity Review

Prerequisites for Review. A complete and signed cover page and an Appendix are required as a part of the application package. Applicants will not be evaluated without these materials. In addition, the budget, budget narrative, organizational budget, and Administrative Controls and Assurances will be assessed to ensure funds will be used in a legally compliant and fiscally responsible manner as a prerequisite for review of the application as a whole.

Criteria #1: Organizational Capacity and IDA Program Plan as Demonstrated in the Request for Applications (50%). In assessing program capacity and the program plan, applicants will be evaluated based on the following sections of the RFA:

- o **Participant Retention and Support** – Describe your target population, provide a clear plan for participant recruitment and retention, and demonstrate the ability to link participants to additional resources in the community.
- o **Capacity to Serve as a Fiduciary Organization** – Demonstrate the relevant expertise of key staff, demonstrate the capacity to reach diverse, rural, and/or special populations, describe the credentials of the network of organizations that will facilitate the implementation of the IDA program, and provide a clear plan for sub-grantee management if applicable.
- o **Program Plan** – Present a clear design for the IDA program, including responsibilities of the applicant and those of all participating organizations and financial institutions. This plan should include a framework for delivering high caliber financial education and asset-specific training to all program participants as well as specific plans to encourage the use of budgeting and the establishment of emergency savings funds.
- o **Work Plan** – Set five aggressive yet achievable work plan goals for the year and outline concrete plans for achieving those goals including midyear benchmarks. Work plan goals should focus on improving program quality, and should be presented in the form of SMART (**S**pecific, **M**easurable, **A**ggressive yet Achievable, **R**elevant, **T**ime-bound) goals.

- **Budget, Budget Narrative, and Organizational Budget** – Present a clear plan for using IDA funds, including plans for supporting program administration and delivery costs not covered by OR IDA allocations. Note that budget materials should reflect the true cost of administering the OR IDA program.

Criteria #2: Past Performance (40%). Factors to be considered in the evaluation of past performance may include but are not limited to past success in the following areas:

- Meeting work plan goals;
- Awarding previously allocated program funds;
- Outreach to under-served counties in the fiduciary organization’s coverage area if applicable;
- Satisfactorily completing annual program and fiscal reviews;
- Implementation of past budget goals, including leveraging “other” funds;
- Establishing a track records of responsible fund management, including clean audits; and
- Maintaining high standards for administrative excellence throughout the year.

Criteria #3: Policy Goals (10%). Funding decisions will be guided by the policy goals of maintaining both a statewide IDA provider network reflecting geographic and participant diversity as well as existing organizational capacity.