

Eco-City Advocates Program Proposal Evaluation

Evaluation Criteria

Criteria Name and Description	Possible Points
Qualifications and Experience	35
Project Approach	30
Key Personnel	10
Budget Proposal	25
Total	100

1. Qualifications and Experience – 35 points

This criterion includes information about the organization of the Grantee and relevant experience (Section 5.2). The bid will be evaluated on the demonstrated qualifications of the CBO and its team to meet the requirements of the program, including, but not limited to, relevant experience conducting sustainability or environmental-related community outreach, developing and executing outreach plans to meet program goals and demonstrate impact, grant administration, and successful outreach and engagement with environmental justice communities.

2. Project Approach - 30 points

This criterion includes information about the CBO's capacity to complete the Scope of Work (Section 3) within the proposed period of performance. The bid will be evaluated on the demonstrated understanding of the program requirements and strength of the technical approach, including but not limited to the strength of the propose outreach mechanisms, robustness of recommend partner organizations and existing partner network, strength of recruitment strategies for Advocates and mechanisms to track and evaluate progress towards program goals, and capabilities to administer grant funds and comply with program requirements.

3. Key Personnel and Team Composition – 10 points

This criterion includes information about the proposed Key Personnel experience, resumes, and team composition (**Section 5.3**). Evaluation will consider the CBOs team's experience and demonstrated ability to meet the required scope of work.

4. Budget Proposal – 25 points

This criterion includes information about the budget summary (Section 5.4). Evaluation will consider how the available \$10,000 project budget is proposed to be used across the allowable budget categories (**Program Administration Costs** – CBO staff’s labor to administer and manage the program; **Advocate Stipends/Salary** - Compensation for Eco-City Advocates, including participation in City-led training and **Community Outreach Costs** - Food, materials, supplies, and event-related expenses), to meet project goals.