

Northfield Township 2024-25 HSC Application Review Rubric

Name of agency applying:

Date of review:

Application Rubric:

Criteria Description	Possible Points	Applicant Points (required)	Notes/Comments (optional)
The application clearly explains the agency's mission and work.	Fails to explain (0); partially explains (10); fully explains (20)		
The application clearly explains how the agency's work aligns with one of the Township's stated strategic priorities (as stated in the memo and application itself).	Fails to explain (0); partially explains (10); fully explains (20)		
The application clearly describes how Township funding would be used.	Fails to explain/no alignment with Township needs (0); partially explains and/or aligns with Township needs (10); fully explains/aligns with Township needs (20).		
Number of Township clients served.	Fewer than 10 Township clients (0); Between 10-50 Township clients served (10); More than 50 Township clients served (20)		
Average number of hours spent per Township Client	Fewer than 10 hours (0); Between 10-50 hours (10); More than 50 hours (20)		
The agency has diversified funding strategies.	Fails to demonstrate diversified funding/explain efforts to raise funding (0); partially demonstrates diversified funding/explains efforts to raise funding (5); fully demonstrates diversified funding/explains efforts to raise funding (10).		
The application clearly explains the agency's collaboration with other agencies/organizations, to reduce duplication of services and improve results for the community.	Fails to demonstrate collaboration (0); partially demonstrates collaboration (5); thoroughly demonstrates collaboration (10).		
Has the organization undergone an independent financial audit within the past fiscal year, and if so, were the results of the audit clean or unqualified? Please provide details on any findings or corrective actions recommended by the auditors.	No audit conducted/no audit provided (0); audit performed, but concerns exist (10); audit conducted and results were clean or unqualified (20)		

Total Application Points:

Interview Rubric:

Criteria Description	Possible Points	Applicant Points (required)	Notes/Comments (optional)
Was the agency responsive to the phone/virtual interview request? Did the agency participate in the interview?	Fails to explain (0); partially explains (10); fully explains (20)		
Did the agency fully or effectively respond to any follow-up questions asked by the Commissioner?	Fails to explain (0); partially explains (10); fully explains (20)		

Total Interview Points:

Total Rubric Points: