Project Name:
Evaluator Name:

Project Evaluation Matrix

Please note: Proposals that score 50 or fewer points will not move forward in the evaluation process.

A. RDPO Pass/Fail Criteria Checklist

Mandatory Criteria for All RDPO Projects/Initiatives Projects that do not meet all minimum thresholds will not be considered.	Pass/Fail
1. The project fits with Steering Committee Guidance for the 2023 application in one or more areas.	
2. The project is best implemented regionally.	
3. The project addresses multiple threats/hazards.	
4. The project does not duplicate existing capabilities.	
5. The project is interoperable or compatible across the region.	
6. If the project only funds a single jurisdiction or agency, it does contribute to an established regional goal.	

B. FEMA Pass/Fail Criteria Checklist

Federal Requirements for UASI Funded Projects Projects supported by UASI funding must comply with the requirements below. If a project does not meet these requirements, they may be considered for RDPO regional funding support.	Pass/Fail
1. The project has a clear connection to counterterrorism, response to a terrorist incident, or catastrophic disaster.	
2. The agency(ies) benefiting from this project are NIMS compliant at the time of application. (See Question A in Section 5 Project Management and Implementation)	
3. Equipment **must** be on the Authorized Equipment List. (See Budget Form)	

C. Proposal Evaluation

Section 1 Proposal Overview	
Element	**Points** (assigned by reviewers)
Concept Description/Quality and Cohesiveness (up to 30 points across A.1-A.3)	

- Concept is outstanding in its presentation of the project purpose, scope, goals, objectives, and implementation strategy. Describes how funds will be expended. Clearly addresses all criteria and describes the project and intended outcomes. (25-30 points)

- Concept adequately describes purpose, goals and implementation strategy and other required elements. (15-24 points)

- Proposal is missing key elements. (4-14 points)

- Proposal does not adequately demonstrate the required elements. (0-3 points)

Element	Points (assigned by reviewers)
Baseline Requirements and Project Justification (up to 20 points across B.1-B.3) ● Addresses how the proposal aligns with [Steering Committee Guidance](#) and how the project is connected to counterterrorism, responding to a terrorist event, or catastrophic disaster. Clearly describes the capability gap the project is addressing or the problem to be solved. Cites the plan, after-action report, assessment, or similar item that documents why the project is necessary. Describes the risks of not completing the project. Answers why the Steering Committee should select this project. (15-20 points) ● Proposal describes the capability addressed and provides adequate context to justify investment. (9-14 points) ● Proposal makes a loose connection to capability and some context to justify the investment (4-8 points) ● Proposal does not describe a capability or fails to adequately justify the investment. (0-3 points)	
Equity and Inclusion (up to 15 points) ● Proposal exceptionally articulates the benefit to historically underserved communities, **and members of the underserved community** have been **involved with developing the proposal.** (10-15 points) ● Proposal adequately describes historically underserved populations and how they will benefit from the project and/or how underserved communities have been involved in developing this proposal. (5-9 points) ● Proposal does not adequately describe a benefit or positive impact on historically underserved populations. (0-4 points)	
Sustainability (up to 5 points) ● Sustainability plan is well described. If required, a strong Capability Development Plan is attached to the application. Agencies have agreed to maintain and inventory as well as depreciate and replace equipment	

considered assets (defined as >$5,000 per unit). Exception solution for maintaining a plan tool or training project output. (4-5 points) ● Sustainability plan is adequately described. If required, an adequate Capability Development Plan was attached. Acceptable solution for maintaining a plan tool or training project output. (2-3 points) ● Sustainability plan not adequately described or justified. If required, a Capability Development Plan was not attached. (0-1 points)	

Section 2
Development and Implementation

Element	Points (assigned by reviewers)
Engagement, Collaboration and Coordination (up to 10 points) ● Proposal demonstrates active engagement and inclusion of relevant stakeholders, work groups, and/or RDPO jurisdictions. Engagement is documented by signatures in Section 5. (8-10 points) ● Proposal describes intention to engage other work groups or jurisdictions in the future. (4-7 points) ● Proposal does not or inadequately describes relevant work group(s) or work group engagement. (0-3 points)	

Section 3
Estimated Costs

Element	Points (assigned by reviewers)
Budget (up to 10 points) ● Proposal uses Budget Form. Costs are well described and appear informed, reasonable, justified, and appropriate to scope and scale of project. (8-10 points) ● Costs appear estimated with limited or no research and limited description. (4-7 points) ● Costs are not adequately described or justified. (0-3 points)	

Section 4

Equipment (if applicable)	
Element	**Points (assigned by reviewers)**
Equipment (P/F) ● Proposal has answered all questions in the section.	

Section 5
Project Management and Implementation

Element	**Points (assigned by reviewers)**
Project Team, Plan and Schedule (up to 10 points) ● Proposal uses Project Management Tool. Proposal describes the project team, including key roles such as project manager, fiscal support, etc. Proposal describes key milestones and realistic timelines. Details are appropriate to the level of complexity of the proposal. Please note, extensive details are not necessary at the time of application but may be required for subsequent grant and progress reporting. (8-10 points) ● Project management tool identifies project team members and roles, solid list of deliverables, and timelines may have additional information. (5-7 points) ● Identifies some team members, but some may be missing. Identifies some deliverables. Timelines are not realistic. Needs more information. (4-6 points) ● Does not provide adequate project management information for team members, deliverables, or unrealistic timelines. (0-3 points)	
Proposal Form Total (maximum 100 points possible)	