

**Access Resource Specialist Program  
Criteria, Subcriteria Sheet  
HHS0009536**

Evaluator				
Respondent				
#	Criteria	Weight	Score	Comments
<b>1</b>	<b>Demonstrated ability to serve the target population (35%)</b>			
<b>1.1</b>	Evaluate the specialist's training and experience in serving the target population and in carrying out the proposed services. The Application should include a description of the knowledge, skills and ability of the specialist, as well as the job description.	10%		
<b>1.2</b>	Evaluate past performance, accomplishments, and demonstrated ability of the Applicant in serving the target population.	15%		
<b>1.3</b>	Evaluate the appropriateness of Project personnel in supporting the proposed services to be provided. Application should include knowledge, skills and ability and job description of Project personnel in relation to their responsibilities under the Project.	10%		
<b>Subtotal</b>		<b>35%</b>		
<b>2</b>	<b>Documented details of the proposed Project's plan of operation (45%)</b>			
<b>2.1</b>	Evaluate the adequateness of the proposed plan in accomplishing the purpose of the program and ensuring proper and efficient management of the Project. The plan should be well documented and provide sufficient details including:  a) information related to how the Applicant will serve the target population and how the Project will be implemented; b) strategies to outreach to clients; c) strategies to network with the public; d) plans for enhancing the knowledge, skills, and abilities of the specialist; and e) plans for large group trainings to be provided.	30%		
<b>2.2</b>	Evaluate goals and outcomes in being measurable and showing commitment to high quality service.	10%		
<b>2.3</b>	Evaluate the effectiveness of the proposed plan in communication between specialist and clients, training audiences, and others served by the program.	5%		
<b>Subtotal</b>		<b>45%</b>		
<b>3</b>	<b>Cost (20%)</b>			
<b>3.1</b>	Evaluate the adequacy of the proposed Project fees to support the proposed activities.	10%		
<b>3.2</b>	Evaluate the reasonableness of the proposed fees in relation to the objectives of the program.	10%		
<b>Subtotal</b>		<b>20%</b>		
<b>TOTAL (%)</b>		<b>100%</b>		