



Weighing the Value of Projects and Activities Tool

Version 1.0

INSTRUCTIONS	CONSOLIDATED PLAN SETUP	PROJECT	STRATEGIC ALIGNMENT	REPORTS
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Weighing the Value of Projects and Activities Tool

The purpose of this tool is to help grantees assess how their Annual Action Plan activities and spending align with their Consolidated Plan Priority Needs and Goals.

First: Enter your Consolidated Plan Priority Needs and Goals in the "Consolidated Plan Setup" screen. Also, enter the total amount of Action Plan funding (and program income, if any) to establish the pool of funds available to support activities.

Second: Enter your project details in the "Project" screen. Use the drop down lists to identify how each project relates to your Priority Needs and Goals. If a project meets more than one Need or Goal, enter the project multiple times and enter funding amounts in proportion to the Need or Goal it addresses. Be careful not to double count funds. Identify the Goal Outcome Indicator and expected outputs from the activity. Once the activity is complete, enter the actual outputs achieved.

Third: Use the Strategic Alignment section of this tool to assess how well new and existing projects align with your strategic goals. Answer a series of questions, documenting the source of the information and review the results. You can find information to make these assessments in many places, including: agency team expertise; past projects; other application materials; information from past grants; interviews; site visits; comparison of performance measures, like cost per unit of service; applications for funding; CAPER/PER; and reporting documents.

Fourth: View and analyze the reports to help you determine 1) how your activities align with your goals; 2) how much you are spending to address your priority needs; 3) how well you are achieving your goals.



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Below, enter your Annual Action Plan funding amount, your Consolidated Plan Priority Needs from SP-25 and Goals from SP-45.

CONSOLIDATED PLAN INFORMATION

FUNDING AMOUNT (ANNUAL) \$

PRIORITY NEEDS	NEED LEVEL (LOW OR HIGH)
1.-	
2.-	
3.-	
4.-	
5.-	
6.-	
7.-	
8.-	

PLAN GOALS
1.-
2.-
3.-
4.-
5.-
6.-
7.-
8.-
9.-
10.-
11.-
12.-
13.-
14.-

INSTRUCTIONS	CONSOLIDATED PLAN SETUP	PROJECT	STRATEGIC ALIGNMENT	REPORTS
				ACTIVITY
				FUNDING
				OUTCOME

Project and Activity Map Report: The Project and Activity Map is a way for grantees to consolidate information about strategies, existing projects, and desired outcomes to help identify gaps that may exist in the current delivery system. This report shows how projects align with grantees goals. Projects and outputs are listed under each corresponding goal.

Project Funding Evaluation Report: This report helps grantees to see how their project funding aligns with their priority needs. The report adds up project funding under each priority need and calculates the percent of Action Plan funding allocated to addressing the priority need.

Project Evaluation Evaluation Report: This report helps grantees assess their progress in meeting their goals. The report identifies and lists the projects, planned and actual outputs next to each Action Plan goal. Grantees can use this report to determine if proposed Goal Outcome Indicator quantities in the Action Plan are realistic when compared to recent project outcomes and the proposed outcomes of new projects.

REPORT SHORTCUTS

- | | | |
|---|-----------------------------------|---|
| 1 | Project and Activity Map Report | ▶ |
| 2 | Project Funding Evaluation Report | ▶ |
| 3 | Project Outcome Evaluation Report | ▶ |



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INSTRUCTIONS	CONSOLIDATED PLAN SETUP	PROJECT	STRATEGIC ALIGNMENT	REPORTS ACTIVITY FUNDING OUTCOME
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Priority Need Met: Identifies Consolidated Plan priority need.
Need Category: From the Consolidated Plan, shows whether the need is a high or low priority need.
Project funds: The grantee's total Action Plan funding for all projects that meet this need.
Percent of Total Funding: Percent of Action Plan funding dedicated to meeting this need.

PROJECT FUNDING EVALUATION REPORT			
PRIORITY NEED	NEED CATEGORY (H OR L)	TOTAL PROJECT FUNDS (ACTION PLAN \$ ONLY)	PERCENT OF TOTAL ACTION PLAN FUNDING

