INSTRUCTIONS

CONSOLIDATED PLAN SETUP

PROJECT

STRATEGIC ALIGNMENT

REPORTS

Weighing the Value of Projects and Activities Tool

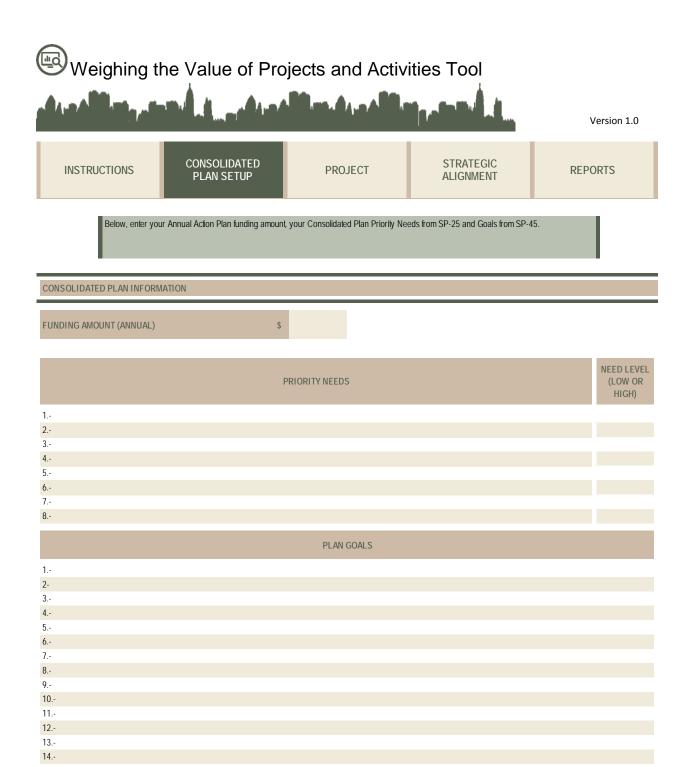
The purpose of this tool is to help grantees assess how their Annual Action Plan activities and spending align with their Consolidated Plan Priority Needs and Goals

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 analylyze 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.



VERSION 1.0

PROJECT DETAILS									
	FUNDING AMOUNT (SETUP: \$0)			EXPECTED OUTPUTS					
PROJECT NAME		PRIORITY NEED MET	CONSOLIDATED PLAN GOAL MET	GOAL OUTCOME INDICATOR	NUMBER OF UNITS	ACTUAL OUTPUT			

VERSION 1.0

STRATEGI	C ALIGNMENT													IG PROJECTS	F0	IG PROJECTS				
QUESTION	DOES THE PROGRAM MEET A IDES SCREEN REI	STATED PRIORITY NEED? ATED TO SP-25	DOES THE PROGRAM SERVE A POPUL IDIS SCREEN RE	LATION THAT HAS PRIORITY NEEDS? ELATED TO SP-25	DOES THE PROGRAM MEET IDIS SCREEN RE	A GEOGRAPHIC PRIORITY? LATED TO SP-10	DOES FUNDING OF THE PROGRAM H EXAMPLE, INCREASE THE	IAVE SECONDARY IMPACTS? (FOR E CAPACITY OF CHDOs)	IS THE PROGRAM EFFICIENT IN MEETIN HOUSEHOLD/PERSON S IDIS SCREEN RE	IG GOALS? (FOR EXAMPLE, COST PER ERVED, OR PER UNIT) LATED TO SP-25	IS THE COST OF THE PROGRAM EFFICI OTHER PROGRAMS OR PROJECTS TO IDIS SCREEN RE	ENT IN MEETING NEEDS COMPARED TO AT COULD MEET THE SAME NEEDS? LATED TO CAPER	HAS THE PROGRAM DONE WHAT IT SET OR OTHER MEAS	OUT TO DO? HAVE PRODUCTION GOALS JRES BEEN MET? LATED TO CAPER	HAS THE PROGRAM LEVERAGED OTHER	IG MODIECTS R SOURCES OF FUNDS, IF APPROPIATE, CTED OR POSSIBLE? ELATED TO CAPER	FOR NEW HAS THE PROGRAM BEEN IN EXISTEN DELIVERING SERVICES	PROJECTS CE? IF SO, HAS IT BEEN EFFECTIVE IN OR UNITS IN THE PAST?	FOR NEW F DOES THE AGENCY OR DEVELOPER ST DELIVER OL	ROJECTS AFF OR TEAM HAVE THE CAPACITY UTCOMES?
PROJECT NAME	INFORMATION USED TO MAKE ASSESSMENT	DETERMINATION	INFORMATION USED TO MAKE ASSESSMENT	DETERMINATION	INFORMATION USED TO MAKE ASSESSMENT	DETERMINATION	INFORMATION USED TO MAKE ASSESSMENT	DETERMINATION	INFORMATION USED TO MAKE ASSESSMENT	DETERMINATION	INFORMATION USED TO MAKE ASSESSMENT	DETERMINATION	INFORMATION USED TO MAKE ASSESSMENT	DETERMINATION	INFORMATION USED TO MAKE ASSESSMENT	DETERMINATION	INFORMATION USED TO MAKE ASSESSMENT	DETERMINATION	INFORMATION USED TO MAKE ASSESSMENT	DETERMINATION



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	



PROJECTS IGOALS

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OUTCOME

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						

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Goal: which Goal idenfied in the Consolidated Plan is being analyzed?

Project: identify the program or project that is being analyzed

Outcome Measure: what is the measure of success? This should the Goal Outcome Indicator.

Quantity - Goal: what goal was set in the Annual Action Plan?

Quantity - Achieved: from CAPER and other reports - how many of the outcome measure were served/built/produced?

PROJECT OUTCOME EVALUATION TOOL				
GOAL	PROJECT	OUTCOME MEASURE	QUANTITY GOAL	QUANTITY ACHIEVED