

Program Evaluation & Funding Decision Tool

Step 1: Scoring Criteria (Rate each 1–5)

(1 = Very Weak, 2 = Weak, 3 = Moderate, 4 = Strong, 5 = Very Strong)

Category	Description	Score (1–5)	Weight	Weighted Score
Strategic Plan Alignment	Directly supports strategic priorities and intended outcomes/impact		55%	
Community Need	Serves high-need population or critical service gap.		10%	
Cost Effectiveness	Reasonable cost relative to outcomes delivered and Expenditure History		10%	
Positive Outcomes and Data Quality	Meets contract requirements, reporting, and quality standards. Data reflects positive outcomes (meeting Performance Targets)		20%	
Duplication / Uniqueness	Limited overlap with other providers/services		5%	

Weighted Score Formula (per row):

Score × Weight

Total Score (out of 5):

Add all weighted scores

Step 2: Decision Thresholds

Total Score	Recommendation
4.0 – 5.0	KEEP (Strong performer, aligned, high impact)
3.0 – 3.9	REDUCE / MODIFY (Needs improvement or right-sizing)
Below 3.0	DISCONTINUE / PHASE OUT (Low impact or misaligned)

Step 3: Final Decision Summary

Program Name: _____

Provider: _____

Total Score: _____

Recommendation: Keep Reduce Discontinue

Rationale (2–4 sentences):

Step 5: Portfolio View

After scoring all programs, map them:

- **High Score + High Cost** → Keep but monitor efficiency
- **High Score + Low Cost** → Protect at all costs
- **Low Score + High Cost** → Primary candidates for cuts
- **Low Score + Low Cost** → Consider redesign before cutting