

City of Henderson
 CDBG Program Advisory Committee
Application Scoring Sheet

Agency/Program: _____

INSTRUCTIONS: Please use the scoring criteria when scoring each applicant. By using the scoring criteria, you will give each candidate a fair and consistent evaluation. As you review the application and listen to the presentation, please enter the number of your score in the Score column. If a score is left blank, it will be zero.

RATINGS: Each agency has the ability to earn 100 points, 80 points from the PAC and 20 points from City Staff. Each criterion’s point system is weighted on its importance to the overall success of the agency’s ability to provide services to the low and moderate income clients benefiting from the proposed program.

<u>Committee Scoring Questions</u>	Points Possible	Score
Application Quality	5	
Project Description & Need	10	
Capacity to Manage Program	10	
Ability to serve Henderson residents	5	
Proposed Outcome Measures	30	
Project Budget	10	
Oral Presentation	10	
Total	80	

<u>Administrative Scoring Questions – City Staff ONLY</u>	Points Possible	Score
Priority programs - Score is based on whether or not an applicant’s program meets one of the three priority categories.	10	
Past Subrecipients Only - Score is based on past performance (i.e. reporting requirements, timeliness, and attainment of goals). <i>NOTE: New applicants will automatically receive 5 points</i>	10	
Total	20	

Committee Score _____
 Administrative Score _____
Total Score _____

Application Scoring Criteria Worksheet

This worksheet is provided to assist PAC members to evaluate each project on an objective and quantifiable basis. Please use the scoring criteria when scoring each project. This will allow each committee member to give every applicant a fair and consistent evaluation.

Application Quality (5 points max)

On the scale of 0 to 5, consider the overall quality of the application as submitted. Did the applicant provide all of the requested information and was the information presented in a manner that was clearly understood?

Project Description & Need (10 points max)

On a scale of 0 to 20, considered if the application has identified a significant community need and how well the proposed project will address the identified need. Considered if the project may duplicate other services and to what extent partnerships will be involved in developing the propose project. Consider the applicant's response in questions **6, 11 and 15**.

Capacity to Manage Program (10 points max)

On a scale from 0 to 10, consider whether or not the organization has the skill set, experience and capacity to manage the proposed program. Consider the applicant's response in question **7**.

Ability to serve Henderson residents (5 points max)

On a scale from 0 to 5, consider how this program will benefit the Henderson community and its residents. Is the program located in Henderson? How many Henderson residents will benefit from this program? Consider the applicant's response in question **22**.

Proposed Outcome Measures (30 points max)

On a scale from 0 to 30, consider whether the program has a clearly defined outcome that can be measured and clearly describes the benefits to clients. Is the method for tracking the results reasonable? Consider the applicant's response in question **20, 21, 22, 23, and 24**.

Project Budget (10 points max)

Consider whether or not the previous year's financials are provided and whether or not they are audited by a CPA firm. Is the projected budget similar to prior year's financials and is the projected budget reflecting a profit or loss. Consider the **attached budgets**.

Oral Presentation (10 points max)

On a scale from 0 to 10, consider whether or not the program's representative was clear and straight to the point. Did they stay within their allotted time? Was the speaker knowledgeable about the program and ready to answer question?

Administrative Scoring for Staff Only

Priority programs (10 points max)

Consider whether or not the proposed program meets the HUD standards and definitions for educational and youth services, employment and economic development or affordable housing. If the proposed program meets the criteria for one of the above categories, the propose program will receive an additional 10 points for meeting one of the City of Henderson’s priority.

Past Performance (10 points max)

NOTE: New applicants will automatically receive 5 points

On a scale from 1 to 10, consider how the returning agency managed the program. Did they submit their reports on time and submitted invoices with backup documents? Did the agency spent utilize all of their funding?