Public Services (SSBG/CDBG) Application Score Sheet

Agency Name:

Requested Amount:

Application Eligibility Screening (Performed by staff prior to committee review)	Staff Check
Application submitted by the deadline	☐
Application complete, with required materials and required acknowledgements as specified in the application	☐
Project is located wholly within Salt Lake County	☐
Eligible project type	☐
Eligible use of funds	☐
Comments:	

Application Scoring Criteria		Advisory Board Score	Weighted Score
Consolidated Plan (weighted at 5)			
Score	*Description*		
0	Not answered, or response does not address the question		
1	Identifies a priority, but does not clearly connect the project to a specific objective, or the connection is vague/generic.		
2	Identifies a priority and an objective, with a reasonable explanation of how the project aligns.		
3	Clearly identifies a priority and specific objective(s), with a strong, project-specific explanation of how the project directly advances it.		
Comments:		3	15
Project Narrative & Target Population (weighted at 6)			
Score	*Description*		
0	Not answered, or the response neither describes the services nor the population being served.		
1	Vague. Services and/or population are described too generally to understand what's actually being funded (e.g., "support services for those in need," with no specifics on what that means or who qualifies).		
2	Clear. Specific services are named, a specific population is named, and the two make sense together (the services are a reasonable fit for that population).		
3	Clear and well-matched. Specific services and population are named, and the response makes clear why the services are designed for that particular population's needs, not just that they're offered to them.		
Comments:		3	18

Only fill in New **OR** Exisiting Program Scores, **NOT BOTH**

If this is a NEW PROGRAM (weighted at 4)	
Score	*Description*
0	Not answered, does not describe the unmet need, proposed approach, or compliance plan.
1	Vague. Mentions a need or approach that provides little detail on innovation or compliance with state and federal requirements.
2	Clear. Describes an unmnet need, how it will be addressed, and a general approach to innovation and state and federal compliance.

If this is an EXISTING PROGRAM (weighted at 4)	
Score	*Description*
0	Not answered, or does not describe the applicant's background or relevant experience.
1	Vague. Mentions experience but provides little detail on services provided or state and federal funding requirements.
2	Clear. Descibes relevant experience providing services to individuals and some experience with state and federal funding requirements.

3	Clear and well-supported. Explains the specific unmet need, how the approach addresses it, what makes it innovative, and a credible plan for state and federal compliance.			3	Clear and well-supported. Provides specific examples of relevant service experienec and managing state and federal funding requirements, making qualifications easy to verify.		
Comments:		0	0	Comments:		3	12
Project Size and Project Size Narrative (weighted at 5)							
Score	*Description*						
0	Not answered, or no number is given and the narrative doesn't explain how many households will be served.						
1	Vague. A number is given, but the narrative doesn't explain how it was calculated or what service it's based on.						
2	Clear. A number is given, and the narrative explains how it was calculated and what type of service it reflects.						
3	Clear and well-supported. A number is given, and the narrative explains how it was calculated using a specific basis, such as prior year data and ties clearly to the type of service provided.						
Comments:		3	15				
Outcomes (weighted at 5)							
Score	*Description*						
0	Not answered, or no measurable outcomes are listed.						
1	Vague. Outcomes are listed but are not measurable, or no target number or percentage is given.						
2	Clear. At least one specific, measurable outcome is listed with a target number or percentage.						
3	Clear and well-supported. Multiple specific, measurable outcomes are listed, each with a target number or percentage, and the targets are realistic given the project size and population described.						
Comments:		3	15				
Community Coordination (weighted at 4)							
Score	*Description*						
0	Not answered, or does not address similar providers or coordination						
1	Vague. Mentions other providers but provides little detail on coordination or avoiding duplication.						
2	Clear. Identifies agencies serving similar populations and describes coordination to avoid duplicating services.						
3	Clear and well-supported. Identifies relevant agencies, explains specific coordination methods, and shows how services complement existing efforts without duplication.						
Comments:		3	12				
Funding (weighted at 4)							
Score	*Description*						
0	Not answered, no other resources listed, or how the requested amount was determined						
1	Vague. Funding amounts or commitments are unclear. Provides little justification for the request.						
2	Clear. Lists committed sources and amounts. Explains the request based on project needs.						
3	Clear and well-supported. Lists committed funding, or states none. Justifies the request using costs and available funding consistent with the budget.						
Comments:		3	12				

Budget (weighted at 5)			
Score	*Description*		
0	Budget form is missing or incomplete.		
1	Vague. The Budget Line Desciption and Justification provide little information as to what is being requested and why.		
2	Clear.Budget Line Descriptions itemize reasonable costs. Justifications connect costs to project activities with some explanation of calculations.		
3	Clear and well-supported. Budget Line Descriptions detail reasonable costs and accurate amounts. Justifications explain calculations and link costs to requested categories and project activities.		
Comments:		3	15
Application Completeness (weighted at 1)			
Score	*Description*		
0	Incomplete. Required boxes are blank or application materials are missing.		
1	Complete. All required boxes are filled and application materials are included.		
Comments:		1	1
TOTAL SCORE		**12**	**100**