

**City of Kingsport
CDBG Application Scoring Sheet**

Applicant Name _____

Name of Project _____

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 counted as zero points.

Ratings: Each agency has the ability to earn 100 points, 80 points from CDAC 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.

Committee Scoring Questions	Points Possible	Score
Alignment with 5 year Consolidated Plan - Project is in Line with City CDBG Con Plan Goals	10	
Public Benefit - Project Description and Need	15	
Public Benefit - Number of Residents Benefitting From This Project	15	
Organizational Capacity - Staff Capacity to Manage Program	5	
Collaboration/Leverage - Project Budget - Are Leveraged Funds Secured	20	
Application Clarity and Completeness – Application Quality	10	
Financial Feasibility - Experience With Federal Grant Management	5	
Discretionary Assessment	5	

Administrative Scoring Questions - City Staff Only	Points Possible	Score
Financial Feasibility - Priority Programs - Score is based on whether or not an applicant's project meets one of the three priority categories.	10	
Financial Feasibility – Past Performance - Score is based on past performance (i.e., reporting requirements, timeliness, and attainment of goals). <i>Note: New applicants will automatically receive 3 points</i>	5	

Committee Score _____
Administrative Score _____
Total Score _____

Application Scoring Criteria Worksheet

Alignment with 5 yr Consolidated Plan - Project is in Line with City CDBG Con Plan Goals (10 points max)

On a scale of 0 to 10, consider whether or not the project has a clearly defined outcome that corresponds to the City of Kingsport Consolidated Plan and goals.

Public Benefit - Project Description & Need (15 points max)

On a scale of 0 to 15, consider if the application has identified a significant community need and how well the proposed project will address the identified need. Consider if the project may duplicate other services and to what extent partnerships will be involved in developing the proposed project.

Public Benefit - Number of Residents Benefitting From This Project (15 points max)

On a scale from 0 to 15, consider how this program will benefit the community and its residents. Is the project located in Kingsport? How many residents will benefit from this project? Is a tracking system in place to measure accomplishments?

Organizational Capacity & Staff - Capacity to Manage Program (5 points max)

On a scale from 0 to 5, consider whether or not the organization has the skill set, experience and capacity to manage the proposed program.

Collaboration/Leverage - Project Budget (10 points max)

On a scale from 0 to 10, consider whether or not the applicant has provided sufficient detailed information pertaining to project costs. Are the costs realistic and legitimate? Have cost estimates been provided. Can the project be complete and 100% operational with the amount of funds requested?

Application Clarity and Completeness – Application Quality (10 points max)

On the scale of 0 to 10, consider the overall quality of the application submitted. Did the applicant provide all of the requested information and was the information presented in a manner that was clearly understood?

Financial Feasibility - Experience With Federal Grant Management (5 points max)

On a scale from 0 to 5, consider the organization's prior experience with Federal Grant Management. Has the organization participated previously with the City CDBG Program? If the organization has not previously participated with the

Discretionary Assessment (5 points max)

On a scale from 0 to 5, consider whether or not the program's providing a unique service in terms of type, need, location, resident make-up, urgency, or other criteria not specifically addressed in other elements.

Administrative Scoring for Staff Only

Financial Feasibility - Priority Programs (10 points max)

On a scale from 0 to 10, consider whether or not the proposed project meets HUD standards and complies with one of the three national objectives. Also to be considered is whether or not the project also meets goals that have been established in the Con Plan.

Financial Feasibility - Past Performance (5 points max)

Note: New applicants will automatically receive 3 points

On a scale from 0 to 5, consider how the returning agency managed their project previously. Did they submit their reports on time and submitted invoices with backup documentation? Did the agency spend and utilize all of their funding?