

**Lexington-Fayette Urban County Government
FY 2014 Social Services Partner Agency Application – Scoring Sheet**

REVIEWER: _____

WEIGHTED SCORE: _____/140

AGENCY NAME: _____

PROGRAM NAME: _____

Does the Program address at least one (1) of the approved Funding Priorities (page 2 of 16 of application)?

Yes No (circle one)

Application (10 points possible -- weighted)

1. The application is clearly understandable and sufficiently informative. (Weighting: 2)	High-----Circle One-----Low					
	5	4	3	2	1	0

Mission Statement (5 points possible)

2. The <u>agency's</u> Mission Statement is directly tied to the proposed program and priority need.	High-----Circle One-----Low					
	5	4	3	2	1	0

Mission Statement: _____

Program Approach (60 points possible -- weighted)

3. The <u>program</u> is innovative and creative. (Weighting: 3)	High-----Circle One-----Low					
	5	4	3	2	1	0
4. The <u>program</u> is accessible throughout Fayette County.	High-----Circle One-----Low					
	5	4	3	2	1	0
5. The <u>program</u> will reduce poverty and/or improve the quality of life in Fayette County. (Weighting: 3)	High-----Circle One-----Low					
	5	4	3	2	1	0
6. The <u>program</u> includes a partnership and collaboration component that will increase the effectiveness of the proposed service. (Weighting: 2)	Circle One					
	Yes (5 points)			No (0 points)		
7. There is a demonstrated demand for the <u>program's</u> services. (Weighting: 3)	High-----Circle One-----Low					
	5	4	3	2	1	0

Program Measures (30 points possible – weighted)

8. The <u>agency</u> has clearly provided evidence that it has the ability to set achievable and measurable outcomes within the one-year funding timeframe. (Weighting: 3)	High-----Circle One-----Low					
	5	4	3	2	1	0
9. Proposed <u>program</u> measurement tools are comprehensive and will accurately measure program performance (Weighting: 3)	High-----Circle One-----Low					
	5	4	3	2	1	0

Budget (20 points possible – weighted)

<p>10. TO BE COMPLETED BY LFUCG STAFF. The <u>agency's</u> financial performance trends over the past several (at least 3, as available) years demonstrate stability and strength. If the agency is newer than three years, available financial performance will be evaluated.</p> <p>NOTE: There is no penalty for newly formed agencies; the score for this item will be averaged from this section if the agency is newly formed.</p>	High-----Circle One-----Low					
	5	4	3	2	1	0
<p>11. The overall cost per client for the <u>program</u> is reasonable and demonstrates service value and efficiency. (Weighting: 2)</p>	High-----Circle One-----Low					
	5	4	3	2	1	0
<p>12. Indirect costs (e.g. overhead) directly tied to the <u>program</u> are reasonable and demonstrate service value and efficiency.</p>	High-----Circle One-----Low					
	5	4	3	2	1	0

Diversity in Funding (15 points possible – weighted)

<p>13. The <u>agency</u> has a diverse funding base (e.g. leveraging through CDBG, foundation grants, etc.). Agencies with significant diversity in funding will score high on this criterion. (Weighting: 3)</p>	High-----Circle One-----Low					
	5	4	3	2	1	0

Notes:

Question Number	Score	Weighting	Weighted Score
1		x 2	
2		x 1	
3		x 3	
4		x 1	
5		x 3	
6		x 2	
7		x 3	
8		x 3	
9		x 3	
10		x 1	
11		x 2	
12		x 1	
13		x 3	

TOTAL _____ / 65 _____ / 140

Guide for Evaluators – Partner Agency Selection Committee (“Selection Committee”)

Scoring Process

Selection Committees of four (4) to (5) members each will individually review and score the written Partner Agency Funding Application, and will convene as a group to hear oral presentations from each applicant agency. Evaluators may adjust their scores for each applicant agency by **up to ten (10) points** at the conclusion of oral presentations. LFUCG staff will calculate average scores from the evaluators’ score sheets, and may exclude individual scores that are significant outliers.

GoodGiving.Net

LFUCG is continuing to streamline the Partner Agency funding process in part through assistance from the Blue Grass Community Foundation’s GoodGiving.net initiative. All applicant agencies for FY 2014 are required to have an active profile on GoodGiving.net, and evaluators are encouraged to visit GoodGiving.net and review applicant agency information prior to completing the scoring sheet. The website includes agency overview and program information, as well as management, governance, and financial information for the agency that was previously submitted to LFUCG in hard copy form. The utilization of GoodGiving.net has helped enable LFUCG to create a “paperless” funding process.

Social Services & Community Development Committee Discussion

Agency applications will be ranked in order from highest to lowest average score by LFUCG staff, and scores will be presented to the Social Services Committee for additional consideration. Selection Committee members are encouraged to attend this meeting, which is tentatively scheduled for March (date TBD), 2013 at (time TBD). The meeting will be held in Council Chambers in the Government Center, located at 200 E. Main Street. LFUCG staff will contact Selection Committee members with any changes regarding this meeting.

Funding Decisions

A Partner Agency Workgroup will be convened, and is charged with developing FY14 Social Services Partner Agency funding recommendations to the Mayor and Urban County Council. These recommendations will be closely tied to final Selection Committee scoring. The Mayor and Urban County Council are responsible for final funding level decisions based on scoring and funding recommendations. ***The Selection Committee is not responsible for developing funding recommendations, or for establishing minimum scores for funding eligibility.***

Scoring Notes

The following is intended to provide helpful guidance for evaluators in scoring submitted Partner Agency Funding Applications. Additional questions should be directed to Craig Benz, Administrative Officer at 859-258-3807 or via email (cbenz@lexingtonky.gov).

Question 1: Applications that provide all required information in a clearly understandable way will score high on this criterion. Applications that do not clearly respond to questions or provide incomplete responses will score lower on this criterion.

Question 2: LFUCG staff will provide evaluators with the agency Mission Statement from GoodGiving.net.

Question 3: Innovation and creativity may be demonstrated through the design of the program, the target audience, the social problem being addressed, program goals, etc. It's important to review the complete funding application and understand the program in its entirety before scoring this question.

Question 4: Accessibility does not refer to Americans with Disabilities Act (ADA) requirements, but rather the ability of residents throughout Fayette County to engage in the proposed program. For example, a program that targets a very specific geographic area within Fayette County may score lower on this question. Information for this criterion is included in *Section 3: Program Summary*, and additional questions can be addressed during the oral presentation.

Question 5: Please refer to question 7 in *Section 3: Program Narrative*.

Question 6: Please refer to questions 6 and 8 in *Section 3: Program Narrative*.

Question 7: Please refer to questions 2(c) and 11 in *Section 3: Program Narrative*, and consider the application as a whole. The applicant can provide evidence of demand for services through providing evidence of need, providing "wait list" information, etc.

Questions 8 and 9: Please refer to *Section 4: Program Logic Model*.

Question 10: This question will be scored by LFUCG staff, and Evaluators will be provided with this information.

Question 11: The approximate cost per client is included on page 5 of 16 of the funding application in *Section 2: Program Summary*.

Question 12: Indirect costs can be found in *Exhibit B-1: Program Expenditures*. Indirect costs are commonly referred to as "overhead", and typically include all costs other than salary and materials needed to support a program. Examples of indirect costs are utility costs, rent, audit fees, administrative staff, maintenance, security, telephone, etc.

Question 13: The Agency's Revenue Statement is located in *Exhibit A*. When scoring this question, consider whether the agency has significant funding diversity to allow program continuation if LFUCG funding or another significant funding source were to be lost.

EXAMPLE OF COMPLETED (WEIGHTED) SCORE WORKSHEET:

Question Number	Score	Weighting	Weighted Score
1	4	x 2	8
2	5	x 1	5
3	4	x 3	12
4	3	x 1	3
5	4	x 3	12
6	5	x 2	10
7	4	x 3	12
8	5	x 3	15
9	4	x 3	12
10	3	x 1	3
11	3	x 2	6
12	4	x 1	4
13	5	x 3	15
TOTAL	<u>53</u>	/ 65	<u>117</u> / 140