



HERNANDO COUNTY, FLORIDA

Housing and Supportive Services

CDBG Public Service Reviewer Score Sheet

Applicant Organization

- Applicant Information complete and accurate (UEI, contacts, organization type).
- Required documents included (IRS 501(c)(3), bylaws, CHDO certification if applicable).

1. Eligibility & Completeness

- Application is complete with all required sections and attachments.
- Agency is not in non-compliance with Hernando County HSS.
- Activity is an eligible CDBG public service activity.

2. National Objective (LMI Benefit)

- Activity clearly meets a HUD National Objective.
- LMI beneficiary numbers and documentation are clear and reasonable.
- Income verification method is appropriate and identified.

3. Program Description & Compliance

- Purpose, goals, and community impact clearly described.
- Program demonstrates compliance with CDBG requirements.
- Service is new or a quantifiable increase in an existing service.
- Consistent with the County Consolidated Plan.

4. Budget & Financial Capacity

- Budget is complete, detailed, and reasonable.
- External funding sources documented.
- Cost estimates supported and reasonable.
- Financial sustainability described.
- Financial documentation provided (audit/certified statements, policies, IRS Form 990).

5. Organizational Capacity

- Board members and program staff identified.
- Staff experience appropriate for program delivery and compliance.
- Administrative capacity demonstrated.
- Past compliance issues disclosed and resolved.

6. Partnerships & Community Reach

- Partnerships identified and MOUs included (if applicable).
- Marketing plan clearly identifies outreach to LMI clients.

7. Reporting & Performance Measures

- Understanding of reporting requirements demonstrated.
- Selected performance measures align with HUD categories.

8. Required Attachment Checklist

- Board authorization letter.
- Program budget.
- IRS 501(c)(3) letter.
- Organizational bylaws.
- MOUs.
- Non-discrimination & ADA policies.
- Financial procedures (2 CFR 200).

Applicant Name:

Project Name:

Date Reviewed:

Scoring Table

Category	Max Points	Score	Reviewer Notes
1. Eligibility & Completeness	5		Application complete; eligible activity; no compliance issues.
2. National Objective (LMI Benefit)	20		Clear LMI alignment, documentation, income verification.
3. Program Description & Compliance	20		Purpose, goals, community impact, new/increased service.
4. Budget & Financial Capacity	20		Budget detail, supporting documents, sustainability, audit/990.
5. Organizational Capacity	15		Staff experience, board oversight, administrative capacity.
6. Partnerships & Community Reach	10		MOUs, outreach plan, community coordination.
7. Reporting & Performance Measures	10		Understanding of HUD reporting, outcome measures.
30% or below AMI	20		Award only if the 50% AMI or below criterion is met and 50% of the total clients are at or below 30% AMI (Extremely Low Income).
50% or Below AMI	10		Project serves 100% of clients at or below 50% AMI (Very Low + Extremely Low Income).
Training/Educational Programs	10		Project includes new or extended training opportunities.

Recommendation:

Fund

Do Not Fund

Conditional Approval