

Referral Intake Form – Weighted Priorities Formula

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**For Illustration
Purposes Only**

STEP 1 – SCORE

As requests come in, they should be given a score based on standardized criteria.

	On/Off	Factor	Subtotal
What is the source of the request?			
Commission	1	10	10
Individual	0	1	0
What pillars does this request support?			
Economy	1	5	5
Equity	1	5	5
Future	1	5	5
Innovation	1	5	5
Is this request budgeted?			
City Funded	1	5	5
Partnership Dollars	1	5	5
Is this request a result of State / Federal Authorities?			
Yes	1	10	10
Is the request urgent? (A threat to public safety within 3 months?)			
Yes	1	25	25
What does this request impact?			
Citizen Engagement	1	5	5
Environmental	1	5	5
Health	1	5	5
Infrastructure / Risk	1	5	5
Public Safety	1	5	5
		SCORE	100

STEP 2 – RANK

Prioritize and rank work items as they relate to capacity. For example, what happens when 6 requests have the same score but there are not enough resources to accommodate all? Rank the order to do work.