



LLG Performance Assessment

Gomba District

(Vote Code: 591)

LLG Name	LLG Performance Assessment
Kabulasoke Subcounty	89%
Kanoni Town Council	87%
Kifampa	81%
Kyayi	75%
Kyegonza Subcounty	73%
Maddu Subcounty	60%
Maddu Town Council	60%
Mpenja Subcounty	89%
Ttaba-Bbinzi	69%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
A. Functionality of Parish Administrative Structures				
1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>Evidence of composition of PDCs availed for all 7 Parishes</p> <p>Minutes of PDCs availed for all 7 Parishes and lists of Parish proposals for the Revolving Fund not seen</p> <p>Minutes of appraising proposals by PDCs availed</p>	2
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Parish profiles for the 7 Parishes availed with updated and disaggregated data by village and economic activity.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Sub County NGO profile availed with NGOs/CBOs like Unbound Uganda, Building Tomorrow, RHSP, Bataka Cooperative among others.</p> <p>Evidence of invitation and participation in the Sub County Budget Conference held on 3rd Nov. 2022 was also availed and the agenda/program included a Report on the Overview of the PDM Programme.</p>	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>PDCs and VECs guided on approved PDM enterprises such as Coffee, Banana, Poultry, Dairy among others.</p> <p>In addition, proposals to the budget were also generated including: Opening and grading of Nattabi - Kibwa - Kakubansiri Road, Bulwadda - Gula - Matongo Road among others</p>	2
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3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Priority enterprises to be implemented or funded under the PDM including: Poultry, Coffee, Banana, Maize, Vegetables, Dairy among others were disseminated.</p>	2
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B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>Sampled projects from the Annual Work Plan confirmed consistency with the Approved 5 Year Development Plan. E.g. Opening and grading of Nattabi - Kibwa - Kakubansiri A Road.</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>Parish submissions were incorporated into the budget such as: Opening and grading of Nattabi - Kibwa - Kakubansiri Road from Kakubansiri Parish, Bulwadda - Gula - Matongo Road from Bulwadda Parish among others</p>	1
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4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	Priorities in the Approved Work Plan and Budget are consistent with priorities in the Budget Conference outcomes such as Opening and grading of Nattabi - Kibwa - Kakubansiri A Road.	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	Priorities in the Budget have clear sources of funding including LRR, DDEG, URF and Non Wage	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	Project profiles for the current FY investments were prepared and availed e.g. Opening and grading of Nattabi - Kibwa - Kakubansiri Road, Bulwadda - Gula - Matongo Road among others	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Sub County Approved Work Plan and Budget FY 2023/2024 submitted to District Planner on 12th/05/2023.	1
	Maximum score is 6			

5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Procurement Plan was submitted on 18th/04/2023	2
6	Compliance of the LLG budget to DDEG investment menu for the current FY Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	All planned investments under DDEG were compliant with the investment menu i.e. procurement of 50 three seater wooden desks, opening and grading of Nattabi - Kibwa - Kakubansiri Road and Bulwadda - Ggula - Matongo Road.	2

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	From the Annual Financial Statements, the Sub County collected Local Revenue worth Ug. Shs. 70,136,896 against the annual budget of Ug. Shs. 70,450,000 reflecting 99% performance.	1
8	Increase in LLG own source revenues from last financial year but one to last financial year. Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	The Sub County collected Ug. Shs. 70,136,896 from Local Revenue in the FY 2022/2023 compared to Ug. Shs. 36,733,014 collected in the FY 2021/2022 reflecting a 47.6% increase.	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Remittances worth Ug. Shs. 20,547,900 and Ug. Shs. 10,200,240 were made to the District and Parishes and Villages as 35% and 25% respectively.	1

9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0</p>	<p>From Locally Raised Revenue, the Sub County spent Ug. Shs. 12,286,000 on Councilor's Allowances against the actual collections of Ug. Shs. 70,136,896 reflecting 17.5% only.</p>	1
9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0</p>	<p>Out of the total Local Revenue collections worth Ug. Shs. 70,136,896, Ug. Shs. 5,310,000 (7.6%) was spent on O&M Costs for motorcycles, printers and computers at the Sub County.</p>	1
9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</p>	<p>Local revenue collections, distributions and expenditures were displayed/pinned on the sub county notice board.</p>	1

D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>Submissions to the OAG was done on 30th August 2023</p>	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	<p>Q1 Report submitted on 5th October, 2022</p>	1
	<p>Maximum score is 6</p>	<p>i. Q1 by 15th October score 1 or else 0</p>		
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	<p>Q2 Report submitted on 9th January, 2023</p>	1
	<p>Maximum score is 6</p>	<p>ii. Q2 by 15th January score 1 or else 0</p>		
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	<p>Q3 Report submitted on 3rd April, 2023</p>	1
	<p>Maximum score is 6</p>	<p>iii. Q3 by 15th April score 1 or else 0</p>		

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Q4 Report submitted on 5th July, 2023</p>	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>All 11 staff at the Sub county were appraised in time before 30th June, 2023. That is:</p> <p>Nakakande Florence (CDO) on 13/06/2023</p> <p>Namutebi Rehema (Parish Chief) on 13/06/2023</p> <p>Nankasi Madia (Parish Chief) on 13/06/2023</p> <p>Lubega Godfrey (Parish Chief) on 19/06/2023</p> <p>Ntale Jimmy (Parish Chief) on 19/06/2023</p> <p>Nakyejwe Jackline (Asst. Agricultural Officer) on 19/06/2023</p> <p>Ssegamwenge Solomon (Sen. Asst. Accountant) on 19/06/2023</p> <p>Nabiranda Jane (Parish Chief) on 19/06/2023</p> <p>Kabuye Henry (Parish Chief) on 20/06/2023</p> <p>Kafuluma Theodius (Asst. Vet. Officer) on 20/06/2023</p> <p>Nababi Christine (Parish Chief) on 30/06/2023</p>	2
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12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>All 21 Primary School Head teachers were appraised in time before 31st December, 2022. For example:</p> <p>Ndaalo Emmanue (H/M Kandegeya P.S) on 08/12/2022</p> <p>Mwanje Yovan (H/M Lubaale COU P.S) on 28/11/2022</p> <p>Ssemanda Abasi (H/M Kasiika UMEA P.S) on 28/12/2022</p> <p>Kibuuka Eriasa (H/M Kakubansiri Moslem P.S) on 18/12/2022</p> <p>Gwaliwa Madrine (H/M Nakulamudde P.S) on 20/12/2022</p> <p>Ssekitoleko Vincent (H/M Kakoma P.S) on 21/12/2022</p> <p>Bwoniko John (H/M Kiribedda P.S) on 21/12/2022</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>All the 3 Health Centre In-charges were appraised in time. i.e.</p> <p>Nasolo Sophia (In-charge Kifampa HCIII) on 19/06/2023</p> <p>Nalumansi Margaret (In-charge Mawuuki HCII) on 15/06/2023</p> <p>Namuleme Maria (In-charge Bulwadda HCII) on 29/06/2023</p>	2
13	<p>Staff duty attendance</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG has</p> <p>(i) Publicized the list of LLG staff: score 3 or else 0</p>	<p>Sub County staff list with 12 staff pinned on the notice board.</p>	3
13	<p>Staff duty attendance</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG has</p> <p>(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0</p>	<p>No evidence of monthly analysis of staff attendance to duty was provided.</p>	0

F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Investments undertaken were eligible on the DDEG investment menu e.g. Procurement of 100 three seater wooden desks, Opening and grading of Sserubambula Road, Opening and grading of Kyengeza - Kibwa - Kakubansiri Road.	2
15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	Sub County spent Ug. Shs. 42,325,288 (99.5%) of DDEG Funds on implementation of planned projects against the Actual Receipts of Ug. Shs. 42,537,978.	2
16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	All the 3 planned projects under DDEG were completed 100% i.e. Procurement of 100 three seater wooden desks, opening and grading of Kyengeza - Kibwa - Kakubansiri Road, opening and grading of Sserubambula Road.	3

G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	Screening forms for implemented projects availed including: opening and grading of Kyengeza - Kibwa - Kakubansiri Road, opening and grading of Sserubambula Road, Bulwadda - Ggula - Matongo Road	2
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feedback, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No Grievance Handling system in place	0

18	The LLG has an Operational Grievance Handling System Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	No grievance redress mechanism was publicized since its not existent.	0
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19	The LLG has a functional land management system Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area Land Committee fully constituted of: Ssebutinde Ibrahim (C/P), Ssengendo Leonard, Namyalo Rehema, Nsereko Isma and Terusale Margaret. However, no evidence of functionality was availed	0
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H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent’s mobilization for improvement of education service delivery score 3, else score 0	Mobilization campaigns were conducted in the Parishes of Lugaaga, Butiti, Kakubansiri, Bulwadda and Bukandula as per report presented dated 17th Nov. 2022. In addition, parents in Matongo and Mawuuki Parishes were mobilized to take back children to school following the 2 year lock down and also sensitized on their role in management of the UPE schools	3
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 0	Sub County monitored schools as per monitoring reports dated 14th Nov. 2022 and 14th April 2023. On 13th/03/2023, Lugaaga UMEA P.S, Lugaaga COU P.S, Kisamula P.S, Nakulamudde P.S, Kasiika UMEA P.S, Bukandula UMEA P.S and Kandegeya P.S were monitored. On 14th/03/2023, Bukandula COU P.S, Kabulasoke Dem School, Kabulasoke SDA P.S, Lubaale COU P.S, Kalwanga P.S, Kiribedda P.S and Kakubansiri Moslem P.S were monitored. On Nazareth P.S, Matongo P.S, Bulwadda C.S, Bulwadda COU P.S, Luzira P.S, Kalungu UMEA P.S and Kakomo P.S were monitored.	4
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22	Existence and functionality of School Management Committees	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	No evidence of composition and functionality of SMCs availed	0
	Maximum score is 3			

I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Activity report and attendance lists dated 21st/02/2023 were availed for awareness campaigns and mobilization done for: Routine immunization activities (0-5 Yrs), mosquito net distributions, sanitation and hygiene as well as HIV/AIDS	3
	Maximum score is 3			

24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Monitoring reports for all 3 health facilities of Mawuuki, Bulwadda and Kifampa seen dated 18th/05/2023. In addition, supervision reports for construction works of the chain link fence and renovation of a maternity ward at Kifampa HCIII were availed. Health monitoring reports were subsequently presented and discussed in the Executive Committee as per minutes dated: 26th/10/2022 under Min. No. 03/Exc/10/22 and 13th/03/2023 under Min. No. 03/Exc/03/23.	4
	Maximum score is 4			

25	<p>Existence and functionality of Health Unit Management Committee</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0</p>	<p>All 3 Health Unit Management Committees fully constituted and function i.e.</p> <p>Mawuuki HCII Committee consisted of: Lwanga Edward, Ssemakula Edward, Nalwoga Ruth, Nalumansi Margaret, Nangonzi Sylvia and Lyazi Resto. Committee meetings were held on: 12th/07/2022, 20th/01/2023, 25th/03/2023 and 28th/07/2023.</p> <p>Kifampa HCIII Committee consisted of: Nabutono Florence, Tukesiga Aminah, Sseguya Ahmed, Nakasujja Cate, Katabazi Ronald, Ntale Jimmy and Nassolo Sophia. Committee meetings were held on: 28th/09/2022, 21st/12/2022, 23rd/02/2023 and 30th/06/2023.</p> <p>Bulwadda HCII Committee consisted of: Ssenkumba James, Kasonko Gerald, Nakitto Margaret, Ssewagudde Patrick Balaba, Namuleme Rosemary, Nakalanzi Jacqueline, Samanya Sseguya Fred and Kabuye Henry.</p>	3
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J. Water & Environment Services Management

26	<p>Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets</p> <p>Maximum score is 3</p>	<p>Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0</p>	<p>A letter requesting for consideration in the Budget FY 2023/2024 was availed dated 5th January, 2023.</p>	3
27	<p>The LLG has monitored water and environment services delivery during the previous FY</p> <p>Maximum score is 3</p>	<p>Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0</p>	<p>Monitoring reports for all water sources in Kabulasoke was prepared and submitted to Chair Person LCIII.</p>	3

28	Existence and functionality of Water and Sanitation Committees Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	Available evidence was for only 2 water sources of Lukoola and Matongo.	0
29	Functionality of investments in water and sanitation facilities Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	Consolidated sub county status report on water and sanitation in place dated 25th April, 2023 with details of all water sources	2

K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0		
30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0: 20% in 2022/23 30% in 2023/24 40% in 2024/25		
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0		

31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0

33 Operation and Maintenance of infrastructure (iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0
Maximum score is 3

L. Production Services Management

34 Up to date data on agriculture and irrigation collected, analyzed and reported (iii) If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0. Annual Report on Production Statistics for the Sub County in places and submitted on 30th June 2023 **2**
Maximum score is 2

35 Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings (iii) If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0. Awareness meetings on FMD outbreak conducted and activity report submitted to DPO on 7th/04/2023. Awareness meetings for farmers on UGIFT Micro Scale Irrigation program conducted in Q3 and report submitted to DPO on 10th/04/2023 Monthly reports for farm visits conducted in Q3 presented and were submitted on 28th/04/2023 **2**
Maximum score is 2

36 The LLG has carried out monitoring activities on production activities for crops, animals and fisheries (iii) If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0. Monthly monitoring reports for farmers conducted in Q3 in place and submitted on 28th/04/2023 to DPO's Office **2**
Maximum score is 2

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Training reports of farmers on cattle/livestock management and FMD control in place submitted on 30th/03/2023. Q2 Training reports for farmers on water and soil conservation measures in place and submitted on 29th/12/2023.	2
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups Maximum score is 2	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	Field work reports on extension services availed e.g. Report on PPR and Goat Pox Disease submitted on 30th/03/2023, Q1 Report for vet services submitted on 29th/09/2022 while Q1 report for crop sector was submitted on 11th/10/2022	2

A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards Maximum score is 2	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	All 3 PDCs fully constituted and functional i.e.: Kanoni PDC constituted of: Ssali Henry (C/P), Nankinga Esther, Kayemba Akaya, Kasawuli Fred, Nsigalira Brian, Nanyungwe Proscovia and Nantayi Margaret (Parish Chief). Meetings were held on 20th/10/2022, 15th/12/2022 and 10th/03/2023 Koome PDC is constituted of: Kasule Edward (C/P), Nalubega Dorah, Kalegga Santurino, Sserugwa Alex, Musubula George William, Mufumbyaganda Nyasio and Ssempagama Joseph (Parish Chief). Meetings were held on 9th/03/2023 and 19th/06/2023. Wanjeyo PDC: Mukasa Vincent (C/P), Tumusiime Daudi, Yiga Leo, Nakubulwa Immaculate, Butaayi Robert, Ssekate Charles and Nantongo Rosemary (Parish Chief). Meetings were held on: 26th/10/2022, 20th/12/2022, 9th/02/2023 and 20th/06/2023. Proposals appraised include: Coffee, Piggery, Maize, Poultry and Banana	2
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2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Updated parish data/profiles availed for all 3 Wards of Kanoni (20th/04/2023), Koome (20th/04/2034) and Wanjeyo (10th/01/2023)</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>NGO mapping report/profile in place with several NGOs/CBOs like GASCO, ICYD-Acord, GODFA, The Guardian Club, VHTs Association, KCCDP etc. NGOs actively participated in the Budget Conference on 22nd Nov. 2022 e.g. Ms. Nakitende Mary Grace (GASCO) and Kaboggoza Christopher (Kampungu Farmers Association)</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>Guidance was provided i.e.: On 19th/10/2022, Asst. Town Clerk guided in Koome Ward Budget Conference and on 20th/10/2022, he guided in Kanoni Ward Budget Conference.</p> <p>Approved activities generated include: shaping and grading of Nkwale Kitemu Rd, Kasaka Beteremu Rd, Tondola Kasaka Rd, Buzimba - Kaalo Rd, Wandagi - Nakaye Mayangayanga Rd, street lighting in Kanoni central business area and renovation of a 2 classroom block at Nakaye P.S</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Approved activities generated include: shaping and grading of Nkwale Kitemu Rd, Kasaka Beteremu Rd, Tondola Kasaka Rd, Buzimba - Kaalo Rd, Wandagi - Nakaye Mayangayanga Rd, street lighting in Kanoni central business area and renovation of a 2 classroom block at Nakaye P.S.</p> <p>Under PDM priority enterprises generated include: Poultry, Piggery, Coffee, Banana and Maize</p>	2

B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>Budget was consistent with the Approved Development Plan. Sample projects in the AWPB were reflected in the DP i.e.: shaping and grading of Koome - Nsaasi - Kitemu Rd and Kaalo - Najjoki Rds.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>Priority investments in the Approved Work Plan and Budget were generated from parish submissions e.g. shaping and grading of Koome - Nsaasi - Kitemu Rd and Kaalo - Najjoki Rds.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>Budget priorities linked with the Budget Conference Report dated 22nd/11/2022.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>Planned investments have clearly linked sources of funding such as DDEG, URF, Non Wage and LRR</p>	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	Project profiles for installation of street lights in Kanoni CBA under DDEG, installation of culverts and period maintenance of roads under URF provided	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Submission made on 14th May 2023	1
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Procurement Plan was submitted on 28th/04/2023	2
6	Compliance of the LLG budget to DDEG investment menu for the current FY Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	Planned priorities are compliant i.e. installation of street lights in Kanoni CBA	2

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Ug. Shs. 43,689,833 was collected against the Approved Budget of Ug. Shs. 58,160,000 reflecting only 75% performance	0
8	Increase in LLG own source revenues from last financial year but one to last financial year. Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	Ug. Shs 43,689,833 was collected in the FY 2022/23 as compared to Ug. Shs. 27,089,833 in the FY 2021/22 reflecting 61% increment.	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Ug. Shs. 14,071,000 of LRR was remitted to the Wards and Cells reflecting 32.2%	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Ug. Shs. 8,490,000 of LRR was spent on Councilor's Allowances reflecting 19.4%	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Ug. Shs. 1,890,000 of LRR was used for Operation and Maintenance i.e. servicing of the TC Vehicle and procurement of tyres for the tractor reflecting 4%	1

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	LRR targets and quarterly collections displayed on notice board	1
	Maximum score 4			

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Submission was made on 30th Aug. 2023	4
	Maximum score is 4			

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	Q1 Report submitted on 02/10/2022	1
	Maximum score is 6			

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	Q2 submitted on 02/01/2023	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	Submission made on 02/04/2023	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	Submission made on 02/07/2023	3
	<p>Maximum score is 6</p>			

E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Staff appraised in time i.e.:</p> <p>Kintu Richard (Driver) on 30th/06/2023</p> <p>Naigaga Jane (Asst. Commercial Officer) on 30/06/2023</p> <p>Nambajjwe Flavia (Senior CDO) on 30/06/2023</p> <p>Kukiriza Emmanuel (Law Enforcement Officer) 30/06/2023</p> <p>Nantongo Rosemary (Town Agent) on 30/06/2023</p> <p>Ssempagama Joseph (Town Agent) on 30/06/2023</p> <p>Bakasambe Richard (Senior Asst. Town Clerk) on 30/06/2023</p> <p>Mutungu Samuel (Senior Asst. Accountant) on 30/06/2023</p> <p>Nakajja Irene (Physical Planner) on 30/06/2023</p> <p>Nakalema Gorret (Office Typist) on 30/06/2023</p> <p>Nakiwerere Jennifer (Asst. Agric. Officer) on 30/06/2023</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) - score 2 or else 0</p>	<p>All 6 Head Teachers appraised in time i.e.:</p> <p>Matovu Edward (Nakaye Primary School) on 31st/12/2022</p> <p>Lusaka Kigumba Thomas (Najjooki Primary School) on 20th/12/2022</p> <p>Namutebi Resty (Beteremu Primary School) on 29th/11/2022</p> <p>Namagembe Mary Gorreth (Kanoni C.S Primary School) on 20th/12/2022</p> <p>Musenze Mariam (Kanoni UMEA P.S) on 20th/12/2022</p> <p>Sserwadda Jane (Kasaka Primary School) on 20th/12/2022</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) - score 2 or else</p>	<p>In-charge Kanoni HCIII Nkajja Robert appraised on 30th/06/2023</p>	2

13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (i) Publicized the list of LLG staff: score 3 or else 0	Staff list with contacts displayed	3
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	Monthly analysis/returns of staff attendance to duty availed for only 3 months dated: 30th/06/2023, 31st/07/2023 and 31st/08/2023	0

F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Expenditure was consistent with DDEG investment menu i.e. construction of storm water channel on Kayondo - Tondola Rd	2
15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	Town Council budgeted Ug. Shs. 192,398,794 and spent Ug. Shs. 192,347,159 reflecting 99%	2
16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	Planned project completed successfully i.e. construction of storm water channel on Kayondo - Tondola road	3

G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	Screening forms availed but where not signed by the CDO or Environment Officer. Screening was done by Mr. Ssempagama Joseph (Parish Chief)	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feedback, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	An updated Complaints log book in place with several complaints received and action taken.	1
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	A customized Grievance Redress Mechanism was developed and displayed on notice board	1
19	The LLG has a functional land management system Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area Land Committee fully constituted with Nantume Annet, Kizza Henry, Mwanje Lawrence, Gokyalya Edith and Town Clerk as members and meetings were held on 16th/03/2023	1

H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness campaign on taking children back to school availed for Wanjeyo Parish dated 10th/01/2023 and mobilization campaign held at Kasaka P.S on 30th/09/2022 also availed	3
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 0	Joint monitoring reports for all schools in Kanoni Town council dated 24th/11/2022 was availed	2
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22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	SMCs fully constituted and functional as per minutes and attendance lists availed	3
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I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Awareness and mobilization campaigns conducted for sanitation, hygiene and solid waste management in Kanoni CBA as per report dated 18th/03/2023, mosquito net distribution in April, 2023	3
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24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Monitoring of health facilities (Kanoni HCIII) was done as per joint monitoring report dated 24th/11/2022.	4
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25	Existence and functionality of Health Unit Management Committee	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	HUMC for Kanoni HCIII fully constituted and functional as per minutes seen	3
	Maximum score is			
	3			

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0		
	Maximum score is			
	3			

27	The LLG has monitored water and environment services delivery during the previous FY	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0		
	Maximum score is			
	3			

28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0		
	Maximum score is			
	2			

29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0		
	Maximum score is			
	2			

K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0	Physical Planning Committee fully constituted. 4 Sets of minutes availed dated: 7th/07/2022, 25th/11/2022, 13th/01/2023 and 25th/04/2023 and submitted to MoLHUD on 1st/08/2022. Registration books for building plans received is available and up to date	1
30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0: 20% in 2022/23 30% in 2023/24 40% in 2024/25	Detailed Physical Plan presented expired in 2020	0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	Implemented investments not approved by the Physical Planning Committee and no evidence of a certificate of compliance secured	0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0	No evidence of street naming, plot numbering surveying and demarcation of roads in the previous FY	0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	Development Control Team available but not functional	0

32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0	No evidence of a solid waste management plan or status report on solid waste management	0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	A report on sanitation, hygiene and solid waste management campaigns in Kanoni CBA availed as communities were sensitized on the Polluter Pays Principle on 15th/06/2023.	1
33	Operation and Maintenance of infrastructure Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0	Town Council Roads status report (ADRICS) in place	1
33	Operation and Maintenance of infrastructure Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0	O&M Plan availed including roads maintenance and rehabilitation, repair of street lights, maintenance of tractors and double cabin pick-up.	1
33	Operation and Maintenance of infrastructure Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	Ug. Shs. 1,000,000 spent on desilting of Kanoni - Kampala Road and Kanoni - Ssaza Road	1

L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	Production statistics report FY 2022/23 available and submitted on 30th/06/2023 to DPO's Office	2
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings Maximum score is 2	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	Report on mobilization and awareness creation for UGIFT Micro Scale Irrigation submitted on 7th/04/2023	2
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	Monthly farmer supervision and monitoring reports in place submitted to DPO's office on 22nd/03/2023, 30th/12/2022 and 29th/06/2023.	2
37	Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Training report on PDM approved enterprise such as piggery, poultry, coffee etc. in place submitted on 30th/04/2023 Training report for Coffee Farmers on best practices conducted on 14th/04/2023 in place submitted on 7th/07/2023.	2

38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups Maximum score is 2	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	Farm visits and advisory services, farmer group formation and group management report in place submitted on 30th/06/2023	2
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A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards Maximum score is 2	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	All PDCs for the 4 parishes fully constituted and functional as per minutes availed i.e. 28th/09/2022, 18th/04/2023 and 23rd/06/2023 for Mityegonga Parish, 15th/11/2022 and 24th/06/2023 for Kifampa Parish, 18th/04/2023 and 23rd/06/2023 for Kisozi Parish and 26th/06/2023 for Kawuula Parish	2
2	LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines. Maximum score is 2	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	Parish profiles with disaggregated data FY 2022/2023 availed for Kisozi, Kifampa, Kawuula and Mityegonga Parish	2
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	NGO Profile availed with several partners including Unbound Uganda, Acord - ICYD, UCDA among others. Partners fully participated in the Budget Conference held on 22nd/11/2022.	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>PDCs were guided on approved programmes/activities as per meetings held in Kawuula A on 16th/08/2022 and Lwabayaga A on 01/06/2022.</p>	2
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3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Evidence availed i.e. On 15th/11/2022 under Min. No. 05/PDC/NOV/22: Presentation of Selected Enterprises for the Parish under PDM where the Parish Chief - Kifampa guided on the following enterprises: Coffee, Cattle, Goats, Piggery, Poultry, Banana and Maize</p>	2
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B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>Annual work plan was consistent with Development Plan as per sampled priorities such as opening and grading of Butambaazi - Kamusenene - Bweza Rd.</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>Annual work plan incorporated</p>	1
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4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	Priorities in the annual work plan were consistent with the Budget Conference report e.g. Grading and swamp raising of Butambaazi - Kamusenene - Bweza Rd (5.5km), Kitayitwakwo - Matongo Rd (2.2km) among others	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	Sub County budget had several priorities to be funded under Local Revenue such as Council and committee sittings as well as other sources of funding like DDEG and Non Wage	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	Project profile for Butambaazi - Kamusenene - Bweza Road in place	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Annual Work Plan and Budget was submitted on 10th/05/2023	1
	Maximum score is 6			

5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Procurement Plan was submitted to Head PDU on 19th/04/2023	2
6	Compliance of the LLG budget to DDEG investment menu for the current FY Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	Planned investments are compliant with the DDEG investment menu i.e. road construction works	2

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Ug. Shs. 27,649,806 was collected against the Approved Budget of Ug. Shs. 38,955,206 reflecting only 71% performance	0
8	Increase in LLG own source revenues from last financial year but one to last financial year. Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	Ug. Shs. 27,649,806 was collected in the FY 2022/23 as compared to Ug. Shs. 11,435,783 collected in FY 2021/22 reflecting 141% improvement in collections	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Ug. Shs. 9,677,432 and Ug. Shs. 4,493,093 was remitted to the HLG and Parishes/Villages as 35% and 25% shares	1

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Ug. Shs. 1,270,000 was spent on Councilor's Allowances reflecting only 7% of the 65% Local Revenue share retained at the LLG	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Ug. Shs. 1,425,000 was spent on O&M expenses basically on maintenance of Kifampa Livestock Market and installation of office shelves for Parish Chiefs reflecting 8% of the 65% share of LRR retained at LLG level.	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	Local revenue targets and quarterly performance reports displayed on notice board	1

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Submission was done on 30th Aug. 2023	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	Q1 Report submitted on 4th Oct. 2022	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	Q2 Report submitted on 5th Jan. 2023	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	Q3 Report submitted on 7th April 2023	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Q4 Report submitted on 6th July 2023</p>	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Appraisal of all eight(8) staff attached to the Sub County was done on 28th/06/2023 i.e.:</p> <p>Dr. Bbule Jonah (Veterinary Officer)</p> <p>Sewava Servia (Agricultural Officer)</p> <p>Baddu Kato Afani (Senior Assistant Accountant)</p> <p>Namukasa Beatrice (Community Development Officer)</p> <p>Ssewante Lawrence (Parish Chief)</p> <p>Kabugo Samuel (Parish Chief)</p> <p>Nabasumba Pauline (Parish Chief)</p> <p>Ssimbwa Emmanuel (Parish Chief)</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>No evidence availed of appraising all the 4 Head Teachers in the Sub County</p>	0
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>Kalundu Samuel (In-charge Kisozi HCIII) was appraised on 28/06/2023</p>	2

13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (i) Publicized the list of LLG staff: score 3 or else 0	Staff list pinned on the notice board	3
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	No analysis of attendance was done	0

F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Only Ug. Shs. 4,910,000 was received by the Sub County and spent on retooling (procurement of a Desktop Computer and printer to support PDM activities).	2
15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	Approved Budget stood at Ug. Shs. 67,676,670 and by end of Q4, Ug. Shs. 56,790,079 was realized and spent implying a negative deviation of 16%.	0
16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	Planned investments in the annual work plan were executed 100% as per budget.	3

G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	N/A as no development projects were undertaken due to inadequate development grants i.e. only Ug. Shs. 4,908,036 was allocated under DDEG	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feedback, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	An updated complaints log book in place	1
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	Grievance Redress Mechanisms not publicized	0
19	The LLG has a functional land management system Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area Land Committee fully constituted with Nabwato Rehemah (C/P), Golola Daniel, Musingo Samuel, Mutyaba Peter and Zabinah A as members. However, there was no evidence of functionality	0

H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness campaigns and mobilization on education services done in Kisozi and Kawoko as per activity report dated 23rd/01/2023	3
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 0	Monitoring of education services done as per activity reports dated 23rd/02/2023 for Kawoko UMEA P.S and Kifampa COU P.S and 24th/02/2023 for St. Joseph Nkokonjeru P.S and Kisozi Boarding P.S	4
22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	SMCs for the 4 schools fully constituted and function E.g.: Kifampa COU P.S Committee composed of: Mbonigaba Emma, Kulabako Margaret, Asimwe Nickson, Muwesi Ismail, Nassimbwa Margaret, Nakintu Grace, Byalugaba Yosam, Bukendeko Jacob, Namatovu Robinah and Lubega Bonaventula. Meetings were held on 29th/09/2022 and 29th/06/2023 St Joseph Nkokonjeru P.S committee had: Mwanje Yovenile, Ssemwanga Sooka Pauline, Ssekasi Robert, Kamuwozi Rosemary, Nakawuka Teopista, Kirumira Yakub, Kayemba Henry, Ssebwami Christopher and Ssekamanya Sylvester. Meetings were held on 23rd/08/2022, 14th/02/2023 and 19th/04/2023	3

I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Report on awareness creation and mobilization of communities for the Measles Rubella vaccination campaign conducted on 11th - 22nd/10/2022 was availed.	3
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24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Health Service delivery monitoring report for April - June (Q4) available. Monitoring report for Measles Rubella vaccination campaign also available. However, there is no evidence of presentation to Executive Committee	0
25	Existence and functionality of Health Unit Management Committee Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	HUMC for Kisozi HCIII in place fully constituted with Asiimwe Annet (C/P), Kalakwadda Godfrey, Kalundu Samuel, Asiimwe Raphael and Ssemaganda Simon. Meetings were held on 30th/09/2022, 18th/12/2022, 20th/03/2023 and 21st/06/2023	3

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	Submission made to the DWO on 25th April, 2023	3
27	The LLG has monitored water and environment services delivery during the previous FY Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	No monitoring report was availed	0
28	Existence and functionality of Water and Sanitation Committees Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	WUCs for 12 water sources fully constituted and functional as per minutes of meeting held availed e.g. Matiya borehole - 28th/05/2023, Kawaganya borehole - 30th/05/2023, Kajumiro borehole - 20th/05/2023 and Kitayitwakwo A on 20th/07/2023.	2

29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	Water sector status report dated 6th March 2023 and submitted to DWO's office on 16th/03/2023.	2
	Maximum score is			
	2			

K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0
	Maximum score 2	

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:
	Maximum score 2	20% in 2022/23
		30% in 2023/24
		40% in 2024/25

31	Implementation of the physical planning and building control measures as per guidelines	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0
	Maximum score 3	

31	Implementation of the physical planning and building control measures as per guidelines	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0
	Maximum score 3	

31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	Production statistics report FY 2023/24 submitted to DPO's office on 15th/09/2023	2	
Maximum score is 2	35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	<p data-bbox="903 573 1406 689">Awareness report on collateral use of pesticides and acaricides in place submitted to DPO's office on 28th/06/2023.</p> <p data-bbox="903 719 1406 808">UGIFT Micro-scale irrigation awareness undertaken in Kifampa in March 2023 and submitted on 5th/04/2023.</p> <p data-bbox="903 837 1406 954">Farmer awareness campaigns conducted on FMD in Kamusenene Village and report submitted on 22nd/05/2023.</p> <p data-bbox="903 983 1406 1189">Mobilization report for Coffee farmers to receive inputs and pesticides from UCDA was availed. Farmers like Lule John, Mukunde Jessica, Ssonko Anthony and Nansubuga Hamiat were mobilized submitted to DPO's office on 18th/04/2023.</p>	2
Maximum score is 2	36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	Monthly monitoring and farm field activity reports were available and submitted on: 31/07/2022, 31/08/2022, 30/09/2022, 31/10/2022, 30/11/2022,30/12/2022, 31/01/2023, 28/02/2023, 31/03/2023, 28/04/2023 and 31/05/2023	2
Maximum score is 2					

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Training report on beans and banana value chain submitted on 28/05/2023, disease management and control crop regime submitted on 29/06/2023, PDM enterprise group trainings on maize, beans and banana submitted on 20/04/2023.	2
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups Maximum score is 2	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	Report on farm visits conducted by the Vet. Officer submitted on 2nd/05/2023 Status update report on vaccination against FMD in Kifampa Sub County dated 16th/05/2023 but no evidence of submission to DPO's office. Report on hail storms damage on farmer's gardens in Kisozi dated 14th/04/2023 but no evidence of submission to DPO's office	2

A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards Maximum score is 2	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	All PDCs for the 5 Parishes were fully constituted and functional as per minutes of sittings and monitoring reports availed. Appraisal of proposals like cattle, diary, poultry, maize, coffee and banana for the Revolving Fund was done and minutes in place for all Parishes	2
2	LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines. Maximum score is 2	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	Parish profiles/data in place for all the 5 Parishes	2

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	NGO/CBO profile not seen and no evidence of participation in the Sub County budget conference/planning processes was produced	0
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	PDCs were fully guided on activities to be implemented and priorities generated such as: Opening and grading of Kyayi - Kashego Road, Supply of furniture for Kyayi COU P.S and Kibona P.S among others	2
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	Priority enterprises under the PDM were also disseminated to the VECs/PDCs including: Coffee, Banana, Diary, Goats, Cattle and Maize	2
	Maximum score is 6			

B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: i. Is consistent with the LLG approved development plan III; score 1 or else 0	Sub County Development Plan in place but not approved by Council thus couldn't be compared with the Annual Work Plan and Budget	0
	Maximum score is 6			

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>Priorities from the parishes dully incorporated in the Budget and Annual Work Plan such as: Opening and grading of Bugula - Kashongi Rd (1.2km), Kyayi - Kashego Rd (10.8km) and supply of 50 three seater wooden desks to schools like Kibona P.S and Kyayi COU P.S</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>Priorities from the Annual Work Plan and Budget match with the Budget Conference report which includes: Opening and grading of Bugula - Kashongi Rd (1.2km), Kyayi - Kashego Rd (10.8km), Kyayi - Kyebumba Rd and supply of furniture to UPE schools like Kyayi COU P.S</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>Budget had several investements to be financed under Locally Raised Revenue and DDEG</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>Project profiles in place for: Provision of technical drawings for the construction of the Sub County headquarters, opening and grading of Bugula - Kashongi Rd (1.2km), Kyayi - Kashego Rd (10.8km) and supply of 50 three seater wooden desks to Kyayi COU P.S and Kibona P.S</p>	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Approved Budget and Work Plan was submitted on 12th/05/2023.	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Sub County Procurement Plan was submitted to Head PDU on 30th/03/2023	2
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines,	Planned investments are compliant with the DDEG investment menu i.e. opening and grading of roads and supply of school furniture	2
	Maximum score is 2	score 2 or else score 0		

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Ug. Shs. 40,343,296 was collected against the Budget of Ug. Shs. 44,100,000 reflecting 91% realization.	1
	Maximum score is 1			
8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	Sub County collected Ug. Shs. 40,343,296 in the FY 2022/2023 as compared to Ug. Shs. 28,900,325 from the FY 2021/2022 implying 29% increment in collections	1
	Maximum score 1			

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Inadequate remittances were made to the HLG and Parishes as 35% and 25% respectively.	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Ug. Shs. 2,760,200 of Local Revenue was spent on Councilor's Allowances indicating only 7%	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Ug. Shs. 896,000 (3%) of Local Revenue collections was spent on O&M i.e. Minor repairs/renovation of Kyayi Livestock Market	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	Quarterly local revenue collections/performance displayed on notice board	1

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Submission of AFS done on 30th/08/2023	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	Q1 submitted on 7th October, 2022	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	Q2 Submitted on 5th January, 2023	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	Q3 Submitted on 6th April, 2023	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Q4 Submitted on 10th July, 2023</p>	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>All six (6) staff at the Sub County were appraised in time i.e.:</p> <p>Kadoobe William (Parish Chief) on 14th/06/2023</p> <p>Katoyoyo Andrew (Parish Chief) on 14th/06/2023</p> <p>Nasaazi Deborah (Parish Chief) on 14th/06/2023</p> <p>Muhumuza Joel (Parish Chief) on 14th/06/2023</p> <p>Ganyana Manjeri (Sen. Assistant Accountant) On 14th/06/2023</p> <p>Nyanzi Edward (Asst. Animal Husbandry Officer) on 14th/06/2023</p> <p>Ssebabi Henry (Asst. Agricultural Officer) on 20th/06/2023</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) - score 2 or else 0</p>	<p>No evidence of appraisal for Head Teachers was availed</p>	0

12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	All the three (3) In-charges were appraised in time: Nyanzi Israel (In-charge Kyayi HCIII) on 14th/06/2023 Nabweesi Lillian (In-charge Kasambya HCII) on 14th/06/2023 Naggoli Gladys Mazzi (In-charge Buynaja HCII) on 20/06/2023	2
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (i) Publicized the list of LLG staff: score 3 or else 0	Sub County staff list was pinned on the notice board	3
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	No analysis was done	0

F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Sub County received a total of Ug. Shs. 4,908,036 which was spent on facilitation of PDM Data Collection, office retooling and investment servicing costs	2
15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	Deviations registered where computed at only 9% basically due to Local Revenue shortfalls leading to foregoing some planned activities	2

16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	Sub County didn't have any major investment(construction) projects due to inadequate development budget i.e. They had only Ug. Shs. 4,908,036 as DDEG allocation	3
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G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	Not Applicable. Sub County didn't have any major development projects due to inadequate development grants thus no screening required	0
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18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feedback, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No evidence of a complaints log book or any specified system of recording, investigating and responding aviled	0
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18	The LLG has an Operational Grievance Handling System Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	No evidence of Grievance Redress Mechanism in place thus no publicizing done	0
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19	The LLG has a functional land management system Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area Land Committee fully constituted but there is no evidence of functionality availed	0
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H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness and mobilization campaigns conducted as per report dated 14th/12/2022	3
21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 - 99% - score 2 If 60 to 79% score 1 Below 60% score 0	No evidence of monitoring schools availed	0
22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	School Management Committees for all 4 primary schools fully constituted and functional. E.g. Buyanja P.S SMC composed of: Ssemaganda Robert, Kawooya Teopista, Kalunda Herman, Nayiga Teopista, Kyambadde Raphael, Kamy Joseph, Lugemwa Fred, Musingo Gerald and Kasozi Daniel. Meetings were held on: 1st/03/2023, 16th/06/2023 Kyayi COU P.S SMC composed of: Abaho Emma, Kato Christopher, Katungi George, Namusoke Christine, Mbabaali Topher Mubiru, Mujunwe Abel, Zziwa Jonathan and Lutwama Leonard. Meetings were held on 6th/04/2023 and 6th/07/2023.	3

I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Mobilization campaigns for Malaria and mosquito net distribution, routine immunization (0-5 Yrs) activities conducted as per activity report dated 12th/02/2023.	3
24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Monitoring of health facilities and service delivery done as per report dated 17th/05/2023 and presented to the Executive Committee.	4
25	Existence and functionality of Health Unit Management Committee Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	HUMCs for all the three(3) facilities fully constituted and functional. i.e.: Buyanja HCII Committee composed of: Rwanshajja Enock, Nansamba Teddy, Kaluhimbi Caroline, Kangave Patrick, Kato Festo, Tandeka Moses and Naggoli Gladys Mazzi. Meetings were held on 14th/09/2022, 4th/01/2023 and 23rd/06/2023. Kasambya HCII Committee composed of: Kanyesige David, Nkoko Stephen, Tebajukira Oliver, Kadoobe William, Nabaweesi Lillian and meeting were held on 6th/07/2022, 30th/12/2022 and 21st/03/2023 Kyayi HCIII Committee composed of: Kayumba Damasi, Nampeewo Sarah, Balwa William, Mugula Alex, Kyasimiire Adam, Okello Joseph and Nyanzi Israel. Meetings were held on 27th/07/2022, 23rd/09/2022, 30th/12/2022, 22nd/03/2023 and 21st/06/2023.	3

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	Request for consideration was made to the Water Office on 9th/02/2023 for consideration of Kasambya and Buyanja Parishes for piped water schemes	3
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27	The LLG has monitored water and environment services delivery during the previous FY Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	No monitoring report on water sources availed	0
28	Existence and functionality of Water and Sanitation Committees Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	No evidence was provided	0
29	Functionality of investments in water and sanitation facilities Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	Status Report on all water sources within the Sub County by Parish and village in place dated 30th June 2023.	2

K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0		
30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0: 20% in 2022/23 30% in 2023/24 40% in 2024/25		

31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0

33 Operation and Maintenance of infrastructure (i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
Maximum score is 3

33 Operation and Maintenance of infrastructure (ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
Maximum score is 3

33 Operation and Maintenance of infrastructure (iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0
Maximum score is 3

L. Production Services Management

34 Up to date data on agriculture and irrigation collected, analyzed and reported (i) If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0. Production Statistics Report FY 2022/2023 available but no evidence of submission to the District Production Office **0**
Maximum score is 2

35 Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings (i) If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0. Report on awareness creation for Micro-Irrigation Schemes Programme in place and submitted to DPO's Office on 18th/04/2023. Awareness report on PDM approved enterprises availed and submitted to DPO's office on 17th/07/2022. Awareness report on expected Agricultural Inputs for the August Season availed submitted on 10th/08/2022 to DPO's office. **2**
Maximum score is 2

36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Monthly monitoring reports for April and May 2023 availed with evidence of submission to DPO's office.</p> <p>Monthly monitoring report of farmers who recieved fertilizers availed and submitted on 15th/06/2023.</p> <p>Monitoring report of farmers to ensure proper use of pesticides availed and submitted on 17th/04/2023</p>	2
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>Training report of farmers on management of tickborne diseases availed submitted on 5th/01/2023.</p>	2
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Report on field/farm visits conducted availed submitted to DPO's office on 6th/02/2023</p>	2

A. Functionality of Parish Administrative Structures

1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>Evidence for Composition of PDCs for all the nine Parishes was availed, Minutes for the PDC meetings were availed . However, the list of proposals for PRF were not submitted and the minutes in which the proposals were appraised were missing.</p>	0
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2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Parish profiles for all the Parishes were availed such as the Mpunge Parish profile in which the number of households were disaggregated by village, that is, Malyowe 196 households, Nakasagazi village with 189 households, Mpunge 270 households, Mabowa 289 HHs and Lwanganzi with 230 HHs, Enrollment of schools by class and gender. Water sources functionality etc</p>	2
	<p>Maximum score is 2</p>			
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>The minutes for the budget conference were availed in which Unbound and building tomorrow made presentations of their contribution to the subcounty budget. An invitation of CBOs, NGOs, that is, Unbound and Building tomorrow to the budget conference was in place.</p>	2
	<p>Maximum score is 6</p>			
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The list of Approved Programmes/activities to be implemented within the Parish for the current FY were availed and it was evidenced that PDCs and Village Executive Committees were provided guidance on Approved Programmes and they were guided that the projects of grading and Widening of Mamba-Nabuyindo road, Clearing, Widening and Grading of Ssekulo- Kalagala road were to be implemented</p>	2
	<p>Maximum score is 6</p>			
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>The list of Priorities from all the Parishes was availed and it was evidenced that the presented priorities were captured in the Annual Budget and Work Plan such as grading and Widening of Mamba- Nabuyindo road, Clearing, Widening and Grading of Ssekulo- Kalagala road</p>	2
	<p>Maximum score is 6</p>			

B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: i. Is consistent with the LLG approved development plan III; score 1 or else 0	There was no Development Plan in place and therefore the AWPB could not be consistent with Development plan since it is not in place.	0
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.	The ranked priorities from some of the parish submissions were incorporated in the AWPB such as Clearing, Widening and Grading of Buyana-Ssingo-Kinvunikidde road, Mamba - Nbuyindo road and Ssekulo - Kalagala road	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	Budget Conference minutes to established that the AWPB is based on its outcomes, that is, as Clearing, Widening and Grading of Buyana-Ssingo-Kinvunikidde road, Mamba - Nbuyindo road and Ssekulo - Kalagala road were presented in Budget conference as priorities in there respective parishes	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget established that it included investments to be funded by subcounty such Welfare and entertainment of Staff on Local Revenue, Environmental screening on NW, Conditional Assessment on DDEG among others.	1
	Maximum score is 6			

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III was availed	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	There was evidence of submission the AWPB for the current FY on the 14th May of the previous FY.	1
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	There was evidence of Submission of the procurement Plan but it was submitted on the 1st Aug 2023	0
6	Compliance of the LLG budget to DDEG investment menu for the current FY Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	There was evidence to establish whether the prioritized investment comply to the DDEG Grant, Budget and Implementation Guidelines investment menu.For example , Investent servicing costs were costed on DDEG,Environmental Screening,Monitoring among others	2

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	In the FY 2022/2023, the Subcounty had budgeted for Ugs 36,680,000 and realised Ugs 19,121,684 which makes only 52.1% and therefore not within +/- 10% of the Budget	0
8	Increase in LLG own source revenues from last financial year but one to last financial year. Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	In the FY 2021/022 a total of Ugs 14,271,563 was collected while in the FY 2022/2023, a total of Ugs 19,121,684 was realised and therefore a 25% increased was realised	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	35% of the total was remitted to the HLG and that translates into Ugs 3,946,250 Of the total Ugs 11,634,800 25% of the total was remitted to the LC1s and that translates into Ugs 3,762,376 5% of the total was remitted to the LC1Is and that translates into Ugs 752,475	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Councilors allowances was Ugs 2,800,000 and that is 28.6% of the total revenue of Ugs 15,049,504	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Fuel was procured to repair subcounty access roads. An amount of Ugs 850,000 was used to operation costs which translates into 5.6%	1

9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</p>	<p>Collection and Distribution of OSR for FY 2022/2023 was pinned on the notice board</p>	1
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D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>Annual Financial statement for FY 2022/23 was submitted and acknowledged on the 28th August 2023</p>	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>There was evidence of submission of Q1 report from previous FY on the 11th Oct 2022</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>There was evidence of submission of Q2 report from previous FY on the 12th Jan 2023</p>	1
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11 The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

iii. Q3 by 15th April score 1 or else 0

There was evidence of submission of Q3 report from previous FY on the 12th Apr 2023.

Maximum score is 6

1

11 The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

iv. Q4 by 30th July score 3 or else 0

There was evidence of submission of Q4 report from previous FY on the 14th July 2023

Maximum score is 6

3

E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>All staff ere appraised, that is ,</p> <p>Parish Chief Kabugo Abdallah was appraised on the 26/06/2023</p> <p>Parish Chief Nabakka Babra was appraised on the 26/06/2023</p> <p>CDO Nakatudde Irene Nelly was appraised on the 30/06/2023</p> <p>Parish Chief Walugembe Paul was appraised on the 28/06/2023</p> <p>Kiggude Moses(AAO)was appraised on the 28/06/2023</p> <p>Katende Johnson the Agricultural Officer was appraised on the 26/06/2023</p> <p>Ssembilige John(SAA) was appraised on the 30/06/2023</p> <p>Ssempala Jimmy (Assistant Fisheries Oficer)was appraised on the 26/06/2023</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>There was evidence that the Head teachers were appraised in the previous calendar year, that is,</p> <p>Kaweesi Godfrey Head Teacher Ssali P/S was appraised on the 7/Dec 2022</p> <p>Nambuusi Noeline Head Teacher Ssali P/S was appraised on the 3rd /Dec 2022</p> <p>Head Teacher Ssali P/S was appraised on the 7/Dec 2022 among others</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>There was evidence that HC III & II In-charges in the previous FY (by June 30th) were appraised, that is,</p> <p>Ssenkungu Posiano In-charge Mamba HCII was apraised on the 30/06/2023 among others</p>	2
13	<p>Staff duty attendance</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG has</p> <p>(i) Publicized the list of LLG staff: score 3 or else 0</p>	<p>Staff list was publicised on the notice board both indoor and out door notice boards</p>	3

13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	Staff attendance registration book was found in place but the analysis was missing	0
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F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	A total of DDEG funds received in the previous FY was Ugs 35,260,081. The projects implemented include grading of Kaalo-Buzimba-Kakoma road of 3kms, and grading of Ndodo -Nkijju-Kasasa 3kms	2
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15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The subcounty had budgeted for Ugs 186,937,538 but managed to realise only Ugs 118,638,656 which only makes 63.5% meaning the 46.5% was the deviation and it is grater than -10%	0
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16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	The progress report submitted on the 14th April 2023 revealed that grading of the following roads was complete by end of the FY 2022/2023: 1. Kaalo-Buzimba-Kakomo 2. Ndodo- nakijju-Kasasa S/C access roads 3. Saali- kibanga among others	3
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G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	No screening evidence availed	0
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18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feedback, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	There was a specified system for recording, investigating and responding to grievances, It included the CDO as the designated/ focal person and secretary, from which the aggrieved parties are summoned, and then it goes to the grievance committee among others	1
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	There was evidence of publicizing the grievance redress mechanisms so that aggrieved parties know where to report and get redress on the notice board both indoor and out door	1
19	The LLG has a functional land management system Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	There was evidence of establishment of the Area Land Committee . It consists of Nambusi Noeline as the Chairperson, James Ssebuliba as the investgator, Nabakka Barbra as the secretary among others. Minutes for the meeting held on the 18th Jul 2023 were in place. On the 21 July 2023 in Nsambwe Parish ,and on the 26th July 2023 in Namabeya parish	1

H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	No evidence	0
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 0	Schools were monitored on the 13th of Oct 2022 and the list of issues were submitted to committee in the third term of Academic year 2022, On the 20th Jan 2023 in term one of the academic year 2023 and on the 16th May 2023 in the second term of academic year 2023	4
22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	There was evidence of establishment of the school management committees, that is, Kayongo Peter as the Chair person of the SMC of Kirungu P/S, Kaweesi Molly as the vice Chairperson, Bulwanyi Samuel as a member of the committee among others. Minutes of the sampled committees were held on the 26th June 2023 among others.	3

I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Awareness campaigns and community mobilization about hygiene and sanitation were held on the 12th Dec 2022 and on the 4th Apr 2023 about Health Nutrition and attendance lists were on file	3
24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Reports on health service delivery monitoring were in place in which Mamba HCIII, Kewerimidde HCII and Namabeya HCII were monitored and a number of issues established. Monitoring was held on the 3rd Nov 2022. It was evidenced that Mamba HCIII had drug stock outs, No fence and had a vacant post of a records officer among others. In Kewerimidde HCII, drug stock outs were evidenced as well etc. The same health facilities were monitored on the 17th May 2023 and a number of issues were established as well	4

25	Existence and functionality of Health Unit Management Committee Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	There was evidence of establishment and operations of Health unit Management Committee in the subcounty in which Namabayе HCII was sampled and it was established that Ssimbwa Hannington is the chair person of the committee, Nangonzi Sarah is a member, Alibakiliza Rebecca is a member among others. The minutes and attendance lists to prove functionality were available. The minutes were recorded on 4th Aug 2022	3
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J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	There was no evidence of submission of request for consideration	0
27	The LLG has monitored water and environment services delivery during the previous FY Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	Report in place but there was no evidence that it was received by the DWO	0
28	Existence and functionality of Water and Sanitation Committees Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	Water and Sanitation Committees were in place there were no minutes to prove their functionality, it was evidenced that the minutes remain with the committees	0

29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	There was no report in place to show the water and sanitation status of all facilities in the Sub County
	Maximum score is 2		

K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0
	Maximum score 2	

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:
	Maximum score 2	20% in 2022/23
		30% in 2023/24
		40% in 2024/25

31	Implementation of the physical planning and building control measures as per guidelines	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0
	Maximum score 3	

31	Implementation of the physical planning and building control measures as per guidelines	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0
	Maximum score 3	

31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	The LLG report on production Statistics written on the 29th June 2023 was received by District Production Office and acknowledged. It analyses data on Agriculture and Livestock in Kyegonza S/c	2
	Maximum score is 2			
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	<ol style="list-style-type: none"> 1. An awareness report written on the 4th April 2023 on poultry and piggery projects was evidenced and an attendance list was in place 2. An awareness report written on the 25th May 2023(Q3) on irrigation was in place among others 	2
	Maximum score is 2			
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	<p>The monthly monitoring reports dated 22 Nov 2023, 25th August 2022, 29th July 2022, 30th Jan 2023, 29th Apr 2023, 30th June 2023 among others were acknowledged</p> <p>Quarterly monitoring reports were availed by the extension staff, that is, 27th Jun 2023 Q4 extension Activities report, 17th Sept 2022, 20th Dec 2022 Q2 and 29th March Q3</p>	2
	Maximum score is 2			
37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	<p>Training programmes were held on the 03 May 2023 in Malele Parish and on the 04 April 2023 in Nsambwe Parish . In Ssaali, Mamba and Mpunge on the 25th May 2023 all by AIO, CDO, Parish Chiefs A.A.O among others.</p> <p>Training report presented on the 20th Oct 2022, Training report on irrigation in Namabeya Parish among others</p>	2
	Maximum score is 2			

The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	Reports presented and acknowledged , that is, Nakijju village training on the 22nd Nov 2022, Kisoga banana enterprises were trained among others.	2
Maximum score is 2		On extension diaries, E-Advisory services , wheather forecast, Planned activities , Un Planned activities were sampled.The report was dated 5th Jan 2023	

A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	PDCs for all the 4 parishes fully constituted as per PDM guidelines. E.g. Kitwe Parish PDC composed of: Nsereko Samuel (C/P), Kigozi Mike, Kanyalubira Serestian, Nassuna Jane, Kakooza Steven and Wasswa Hassan (P/C) while Kyabagamba Parish PDC is composed of: Kasozi Solomon (C/P), Nantume Peruth, Kiryowa Ali, Mugisha Enock, Mukakarangwa Edisa, Ssenjala Abdul and Nyombi Kenneth (P/C).	2
	Maximum score is 2		<ul style="list-style-type: none"> All PDCs were functional as per sets of minutes reviewed i.e.: Kitwe PDC met on 6th/10/2022, 4th/12/2022, 7th/03/2023 and 29th/06/2023. Kigezi PDC met on 28th/09/2022, 6th/03/2023 and 16th/06/2023. Ddegeya and Kyabagamba PDCs also met on 15th/06/2023 and 27th/04/2023 respectively. <p>PDCs appraised proposals for the revolving funds including: diary, goats and coffee</p> <ul style="list-style-type: none"> 	
2	LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	Updated parish profiles with disaggregated data in place for Kitwe, Kigezi, Ddegeya and Kyabagamba Parishes	2
	Maximum score is 2			

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	NGO/CBOs Profile or mapping report not availed. No evidence of participation of NGOs/CBOs in Budget Conference	0
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	PDCs were effectively guided as per submissions of priorities in the Annual Work Plan such as: Opening and grading of Kalyanjuba - Kitwe - Kiganda Road, Kawungeezi - Kasasilo Rd, Upgrade of Kitwe HCII to HCIII among others	2
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	Priority enterprises under the PDM were disseminated including: Piggery, Poultry, Coffee, Banana, Cattle and Goats	2
	Maximum score is 6			

B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: i. Is consistent with the LLG approved development plan III; score 1 or else 0	Development Plan not in place to enable comparisons	0
	Maximum score is 6			

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>Parish priorities were incorporated into the Annual Work Plan and Budget e.g. Opening and grading of Lumanyo - Kigulubya Rd (3.0km), Kalusiina - Kitwe Prison Rd (5.6km), Ddegeya - Kirasi Rd (2.5km) and Kalyanjuba - Luvule Rd (5.1km)</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>Budget Conference report not availed for comparisons</p>	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>Priority investments in the budget and work plan to be funded using Local Revenue, DDEG, URF and Non wage. E.g. Opening and grading of Lumanyo - Kigulubya Rd (3.0km) and Kalusiina - Kitwe Prison Rd (5.6km) under URF while Kalyanjuba - Luvule Rd (5.1km) under DDEG.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>Project profiles for: Opening and grading of Lumanyo - Kigulubya Rd (3.0km) and Kalusiina - Kitwe Prison Rd (5.6km) under URF while Kalyanjuba - Luvule Rd (5.1km) under DDEG presented</p>	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Submission was made on 15th/05/2023	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	No evidence of submission availed	0
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines,	Priorities in line with DDEG investment menu i.e. road construction works, facilitation to Parish Chiefs and M&E activities	2
	Maximum score is 2	score 2 or else score 0		

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Sub County collected Ug. Shs. 30,109,631 against an approved budget of Ug. Shs. 38,842,990 reflecting only 78% performance	0
	Maximum score is 1			
8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	Collections FY 2021/2022 stood at Ug. Shs. 14,384,988 as compared to Ug. Shs. 30,109,631 registered in FY 2022/2023 reflecting 109% increase in collections.	1
	Maximum score 1			

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	From the AFS, Ug. Shs. 10,538,371 was remitted to HLG as 35% while Ug. Shs. 4,892,815 was sent to parishes as 25%	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Ug. Shs. 8,442,800 of Local Revenue was spent on Councilor's Allowances reflecting 28%	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Ug. Shs. 843,070 was spent for maintenance of Motor cycles reflecting 2.8% of Local Revenue collections	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	Local Revenue budget and quarterly performance displayed on notice board	1

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Submission was done on 30th/08/2023	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	Submission on 15th/10/2022	1
	<p>Maximum score is 6</p>	<p>i. Q1 by 15th October score 1 or else 0</p>		
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	Submission on 15th/01/2023	1
	<p>Maximum score is 6</p>	<p>ii. Q2 by 15th January score 1 or else 0</p>		
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	Q3 Report submitted on 13th April, 2023	1
	<p>Maximum score is 6</p>	<p>iii. Q3 by 15th April score 1 or else 0</p>		

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Submission made on 18th/07/2023</p>	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>All staff were appraised in time i.e.:</p> <p>Ssenabulya Johnie (Agricultural Officer) on 30th/06/2023</p> <p>Mpozza Fred (Animal Husbandry Officer) on 30th/06/2023</p> <p>Wadda Francis (Parish Chief) on 30th/06/2023</p> <p>Nyombi Kenneth (Parish Chief) on 30th/06/2023</p> <p>Ssemwanga Denis (Parish Chief) on 30th/06/2023</p> <p>Wasswa Hassan (Parish Chief) on 30th/06/2023</p> <p>Kityo Augustine (Senior Asst. Accountant) on 30th/06/2023</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>Head Teachers were appraised but some were late beyond 31st December, 2022</p>	0
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>In Charge Kitwe HCII appraised on 30th/06/2023</p>	2

13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (i) Publicized the list of LLG staff: score 3 or else 0	Staff List with contacts details displayed	3
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	No analysis and submission was done	0

F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Projects undertaken were compliant with DDEG Investment Menu i.e.: Rehabilitation of Bujjumbuzi water dam, shaping and grading of Kawungeezi - Kasasiro - Lwakibira Rd and installation of signpost at the Sub County	2
15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	Expenditure was as per budget i.e. rehabilitation of Bujjunjuzi water dam, opening and shaping of Makukulu - Ddegeya road (3.1km) and procurement of 8 450mm culverts	2
16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	95% DDEG project works was completed as per the Physical Progress Report	3

G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	Screening forms for projects undertaken not availed i.e.: Opening and grading of Lumanyo - Kigulubya Rd (3.0km), Kalusiina - Kitwe Prison Rd (5.6km) under URF Kalyanjuba - Luvule Rd (5.1km) under DDEG.	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feedback, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	The Sub County doesn't have an Operational Grievance Handling System	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	The Sub County hasn't publicized the Grievance Redress Mechanisms	0
19	The LLG has a functional land management system Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area Land Committee fully constituted with: Ndegeye Jonas (C/P), Tugabiranwa Dan, Tukinze Enos, Ssenjala Jamidu and Mulema. However, no evidence of functionality was availed	0

H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	No awareness or mobilization reports availed	0
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 0	Monitoring reports not in place	0
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22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	No evidence of composition and functionality of SMCs availed	0
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I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	No awareness or mobilization campaigns availed	0
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24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	No monitoring reports availed or evidence of discussion in the Executive Committee	0
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25	Existence and functionality of Health Unit Management Committee	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	HUMC for Kitwe HCII in place and meetings held on 20th/12/2022 and 15th/03/2023	3
	Maximum score is 3			

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	Request was submitted to DWO on 16th/03/2023 for consideration of Ddegeya Parish and Kigezi Parish	3
	Maximum score is 3			

27	The LLG has monitored water and environment services delivery during the previous FY	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	No water facility monitoring reports seen	0
	Maximum score is 3			

28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	No evidence of composition and functionality of Water and Sanitation Committee availed	0
	Maximum score is 2			

29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	Parish level status reports presented on functionality of water and sanitation facilities	2
	Maximum score is 2			

K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0
30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0: 20% in 2022/23 30% in 2023/24 40% in 2024/25
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0

- 32 The LLG has developed and implemented a solid waste management plan
Maximum score 2
- (i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
- 32 The LLG has developed and implemented a solid waste management plan
Maximum score 2
- (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
- 33 Operation and Maintenance of infrastructure
Maximum score is 3
- (i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
- 33 Operation and Maintenance of infrastructure
Maximum score is 3
- (ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
- 33 Operation and Maintenance of infrastructure
Maximum score is 3
- (iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	Annual Sub County Production Statistical Report 2022 in place submitted to DPO's office on 31st Dec. 2022 and 30th Jun. 2023	2
	Maximum score is 2			
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	Awareness or training reports availed on the UGIFT Micro Irrigation Scheme, proper use of acaricides, animal nutrition, control of Peste des petits ruminants in sheep and goats availed submitted to DPO's office on 20/07/2022, 30/11/2022, 20/03/2023 and 15th/06/2023	2
	Maximum score is 2			
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	Monthly monitoring reports for veterinary services submitted on: 30/06/2022, 31/07/2022,31/08/2022, 30/09/2022, 31/10/2022,30/11/2022, 31/12/2022, 31/01/2023, 28/02/2023, 31/03/2023, 30/04/2023 and 30/05/2023 Crop sector extension services reports submitted on: 29/07/2022, 31/08/2022, 30/09/2022, 31/10/2022, 31/01/2023, 28/02/2023, 31/03/2023, 28/04/2023 and 31/05/2023	2
	Maximum score is 2			
37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Training reports on proper use of acaricides, pesticides and fertilizer application, animal breeds improvement and livestock handling availed submitted to DPO's office on: 29/07/2022, 31/08/2022, 30/09/2022, 31/10/2022, 31/01/2023, 28/02/2023, 31/03/2023, 28/04/2023 and 31/05/2023	2
	Maximum score is 2			

The LLG has provided hands-on extension support to farmers and farmer organizations / groups

Maximum score is 2

If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0

Activity report on returns of New Castle Disease (NCD) and Sheep and Goat Pox (S&G) availed submitted on 23/11/2022

2

A. Functionality of Parish Administrative Structures

1

The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards

Maximum score is 2

Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.

All PDCs for the 4 Wards fully constituted and functional e.g.:

Maddu A Ward PDC constituted by: Byakatonda Mike (C/P), Mwebaze Kenneth (PWDs), Nakintu Jane (Elderly), Nababi Victo (Women), Nsanja Derrick (Youth), Mustafa K. (Religious Leader) and Nakimera Justine (Parish Chief). Meetings were held on 23rd/11/2022, 15th/03/2023 and 28th/06/2023.

Maddu B Ward PDC constituted by: Nakintu Harriet (C/P), Kawooya Pater (PWDs), Musisi Fred (Elderly), Katushabe Annet (Women), Kakooza Edward (Youth), Abaho Geoffrey (Religious Leader) and Nakasenge Lydia (Parish Chief). Meetings were held on 15th/11/2022 and 20th/06/2023

Proposals appraised include: Garbage collection, construction of Kiberu Rd, Lumanyo - Kyamuyisa Rd, Kibimba - Kyamabale - Ssekabusolo Rd, construction of a pit latrine and staff house at Lwansasi P.S

2

2

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.

Maximum score is 2

Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.

Updated parish data/profiles presented for Ntalagi, Maddu A, Maddu B and Maddu C Wards with detailed and disaggregated data

2

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	NGO mapping report/profile availed and participated in the budget conference e.g. Viola Nakimera from Rakai Health Sciences Programme.	2
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	Guidance was provided i.e.: On 15th/11/2022, Garbage collection in Maddu Trading Centre, construction of Kiberu Rd, Lumanyo - Kyamuyisa Rd, Kibimba - Kyamabale - Ssekabusolo Rd, construction of a pit latrine and staff house at Lwansasi P.S	2
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	Approved activities generated include: Garbage collection in Maddu Trading Centre, construction of Kiberu Rd, Lumanyo - Kyamuyisa Rd, Kibimba - Kyamabale - Ssekabusolo Rd, construction of a pit latrine and staff house at Lwansasi P.S Under PDM priority enterprises generated include: Poultry, Goat rearing, diary etc.	2

B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: i. Is consistent with the LLG approved development plan III; score 1 or else 0	Prioritized investments clearly linked with the Development Plan e.g. periodic mechanized maintenance of Kawungezi Road (4.2km), Kasambya Road (2.6km) and Ntalagi - Bweya Road (2.6km)	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>Priorities in Annual Work Plan derived from Parish submissions e.g. grading and shaping of Ntalagi - Bweya Road (2.6km)</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>Prioritized investments were also derived from the Budget Conference report including periodic mechanized maintenance of Kawungeezi Road (4.2km), Kasambya Road (2.6km) and Ntalagi - Bweya Road (2.6km)</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>Different priorities to be financed using different sources such as: periodic mechanized maintenance of Kawungeezi Road (4.2km) under LRR, Kasambya Road (2.6km) under DDEG and Ntalagi - Bweya Road (2.6km) under DDEG/LRR</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>Profiles for 3 roads projects presented including:</p> <p>Kawungezi Road (4.2km), Kasambya Road (2.6km) and Ntalagi - Bweya Road (2.6km)</p>	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Submission was made on 14th/05/2023	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Procurement Plan submitted on 28th April, 2023	2
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines,	Planned priorities are compliant i.e. installation of street lights in Kanoni CBA	2
	Maximum score is 2	score 2 or else score 0		

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Ug. Shs. 30,109,631 was collected against the Approved Budget of Ug. Shs. 38,842,990 reflecting only 77.5% performance	0
	Maximum score is 1			
8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	Ug. Shs. 30,109,631 was collected in the FY 2022/23 as compared to Ug. Shs. 14,384,988 in the FY 2021/22 reflecting a 109% increment.	1
	Maximum score 1			

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Ug. Shs. 13,300,000 of LRR was remitted to the Wards and Cells reflecting 15%	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Ug. Shs. 12,638,486 of LRR was spent on Councilor's Allowances reflecting 14%	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Ug. Shs. 11,000,000 of LRR was used for Operation and Maintenance i.e. maintenance of the access road to Maddu Livestock Market	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	LRR performance reports displayed on notice board	1

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Submission was made on 30th Aug. 2023	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	No evidence of submission availed	0
	<p>Maximum score is 6</p>	<p>i. Q1 by 15th October score 1 or else 0</p>		
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	No evidence of submission availed	0
	<p>Maximum score is 6</p>	<p>ii. Q2 by 15th January score 1 or else 0</p>		
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	No evidence of submission availed	0
	<p>Maximum score is 6</p>	<p>iii. Q3 by 15th April score 1 or else 0</p>		

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>No evidence of submission availed</p>	0
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>All assigned staff duly appraised in time i.e.:</p> <p>Saturday Chris (Accountant) on 28th/06/2023</p> <p>Kyabangi Sam (Town Agent) on 28th/06/2023</p> <p>Bashunti Fred (Town Agent) on 28th/06/2023</p> <p>Nakimera Justine (Town Agent) on 28th/06/2023</p> <p>Nakasenge Lydia Kasenge (Town Agent) on 28th/06/2023</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>No evidence of appraisal availed</p>	0
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>Town Council doesn't have any HCII or HCIII</p>	2

13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (i) Publicized the list of LLG staff: score 3 or else 0	Staff list with contacts displayed on notice board	3
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	Monthly analysis of staff attendance reports availed	3

F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	No major investments were made due to inadequate funds but expenditure was compliant with DDEG guidelines i.e. Only Shs. 2,870,851 was received and spent on facilitation of Parish chiefs and M&E activities	2
15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	Deviation was -23% due to failure to realize all planned funds	0
16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	Progress/Project completion Reports not availed	0

G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	Not Applicable. No development projects undertaken last FY as the Town Council only received Ug. Shs. 2,870,851 as DDEG and no Uganda Road Fund	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feedback, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	Complaints log book or any other recording system missing	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	Grievance Redress Mechanisms not publicized	0
19	The LLG has a functional land management system Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area Land Committee constituted of Namanya Rose, Kinobe John, Amanyala Elaijah, Nansubuga Getrude and Rwanyesire Elisa. Meetings were held on 27/07/2022, 24/11/2022	1

H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	No evidence of any awareness or mobilization campaigns conducted was availed	0
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 0	No monitoring report on education services was availed and evidence of discussion in the Executive not availed	0
22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Minutes for SMCs of Kanogozi P.S (2nd/08/2022), Lwansasi P.S (8th/08/2022) and Maddu C.S (13/03/2023) availed for validation	3

I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Reports on home improvement campaigns conducted in Maddu A, Kanogozi, Kawala, Segero and Kasambya on 7th/06/2023 availed. Report on health activities carried out in Sawuli community on 29/04/2023, sensitization of street vendors,	3
24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	No health service delivery monitoring reports or evidence of discussion in Executive availed	0

25	Existence and functionality of Health Unit Management Committee	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	HUMC for Maddu HCIV fully constituted with: Karamuzi Perez (C/P), Kalyango James, Nakitende Mary Grace, Kiyaga Deo, Namukiisa Eva, Kayiwa Vincent, Muwonge Michael and Dr. Mujumbi Fredrick
	Maximum score is 3		Meetings have been held on: 22/03/2023 and 01/07/2023

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	
	Maximum score is 3		
27	The LLG has monitored water and environment services delivery during the previous FY	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	
	Maximum score is 3		
28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	
	Maximum score is 2		
29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	
	Maximum score is 2		

K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0	No evidence of composition, functionality or submissions availed	0
30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0: 20% in 2022/23 30% in 2023/24 40% in 2024/25	No Physical Development Plan for the Town Council	0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	No Physical Development Plan and Certificate of Compliance availed	0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0	No evidence of street naming, plot numbering, surveying and demarcating roads availed	0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	Evidence of composition and functioning of the Building Control Team not availed	0

32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0	No Solid Waste Management Plan availed	0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	Evidence not availed	0
33	Operation and Maintenance of infrastructure Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0	Infrastructure inventory and condition survey report not availed	0
33	Operation and Maintenance of infrastructure Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0	O&M Annual Plan not availed	0
33	Operation and Maintenance of infrastructure Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	Ug. Shs. 11,000,000 of LRR was used for Operation and Maintenance i.e. maintenance of the access road to Maddu Livestock Market reflecting only 12.5%	0

L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	Annual Production Statistics Report FY 2022/2023 in place submitted 30th June 2023	2
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings Maximum score is 2	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	Reports on awareness creation for UGIFT Micro scale irrigation schemes at Maddu Town Council submitted on 25/01/2023 and Ward level trainings submitted on 25/05/2023	2
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	Monthly monitoring and supervision field visit reports availed submitted to DPO's office on 26/09/2022, 30/12/2022, 29/06/2023 and 30/06/2023	2
37	Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Monthly progressive extension services reports and farmer trainings availed submitted to DPO's office on 29/07/2022, 31/08/2022, 30/09/2022, 31/10/2022, 31/11/2022, 30/12/2022, 31/01/2023, 28/02/2023, 31/03/2023, 28/04/2023 and 30/06/2023	2

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Field reports on extension support provided submitted to DPO's office on 31/08/2022, 30/10/2022, 31/12/2022, 01/02/2023, 04/03/2023, 28/05/2023, 31/03/2023, 02/06/2023 and 04/07/2023</p>
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A. Functionality of Parish Administrative Structures

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<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>PDCs in all the 8 Parishes fully constituted as per guidelines. e.g. Mpogo Parish PDC has: Katende James (C/P), Ssemagonja John Bosco, Kazibwe Deezi, Ssebagala Edward, Mukiibi Asadu, Ninkuze Jane and Ddungu Kenneth.</p> <p>Kakomo Parish PDC has Katamba Joseph (C/P), Ssempijja Vincent, Nalongo Florence, Nakalawa Jane, Kawooya David, Ssentongo Martin and Mayombwe.</p> <p>Kanziira Parish PDC has: Ndibaddukirawa S (C/P), Nakawunde Harriet, Kasolo Isaac, Ssemwogerere G. Lawiyi Moses, Kawooya Z. and Ssentale Moses</p> <p>PDCs meet regularly e.g. Golola PDC met on 18th/10/2022, 8th/06/2023, Nkoma PDC met on 17th/10/2022, Kiriri PDC met on 18th/10/2022 while Mpogo PDC met on 13th/10/2022.</p>
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2

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<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Updated parish data reports availed e.g. Nkoma Parish report dated 30th/06/2023, Golola Parish Report dated 30th/03/2023, Kiriri Parish Report dated 7th/06/2023</p>
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3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	Updated NGO/CSO profile in place dated 25th/03/2023 including: Pathfinder, PACE, RHSP, Balandiza Kimeze Development Group etc and they participated in the Budget Conference	2
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	PDCs were guided as per report dated 4th/11/2022. Parish proposals generated included: Borehole drilling for Kindimunda Village, grading of Mpongo B - Bwanga Rd, staff house and pit latrine construction for Kisigula UMEA P.S	2
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	PDCs/Village Executives effectively guided to generate priorities including: street lighting for Kiriri Trading Centre, grading of Sugezi - Maseruka - Kinoni Rd (6.3km), Kyetume - Kitojjo - Jumbi - Busaana Rd (5.5km), Ngeye - Kyegaliro Rd (6.3km) among other.	2
	Maximum score is 6			

B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: i. Is consistent with the LLG approved development plan III; score 1 or else 0	Priorities in the Annual Work Plan and Budget such as grading of Sugezi - Maseruka - Kinoni Rd (6.3km) and Kyetume - Kitojjo - Jumbi - Busaana Rd (5.5km) among other linked with the Development Plan	1
	Maximum score is 6			

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>Annual Work Plan and Budget linked with Parish submissions including street lighting for Kiriri Trading Centre for Kiriri Parish, grading of Sugezi - Maseruka - Kinoni Rd (6.3km) from Maseruka Parish, Kyetume - Kitojjo - Jumbi - Busaana Rd (5.5km), Ngeye - Kyegaliro Rd (6.3km) among other.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>Priorities in the Annual Work Plan and Budget were drawn from the Budget Conference report such as grading of Sugezi - Maseruka - Kinoni Rd (6.3km) and Kyetume - Kitojjo - Jumbi - Busaana Rd (5.5km),</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>Priority investment in the Budget are to be funded using URF, DDEG, LRR and Non Wage</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>No project profiles availed</p>	0

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Submission done on 14th/05/2023	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	No evidence of submission availed	0
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines,	Priority investments in the Annual Work Plan compliant with the DDEG investment menu i.e.: road construction works, street lighting in Kiriri TC	2
	Maximum score is 2	score 2 or else score 0		

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Ug. Shs. 19,855,000 was collected against the approved budget of Ug. Shs. 27,450,000 reflecting only 72.3% performance	0
	Maximum score is 1			
8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	Ug. Shs. 21,591,927 was collected in FY 2021/2022 compared to Ug. Shs. 19,855,000 collected in FY 2022/2023 reflecting a decline in performance	0
	Maximum score 1			

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Page 46 of the AFS shows Ug. Shs 4,196,115 (21%) remitted to HLG as 35% while Ug. Shs. 785,968 (4%) was remitted to Parishes as 25% share.	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Ug. Shs. 3,820,000 spent on Councilor's allowances reflecting 19.3%	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Ug. Shs. 500,000 of LRR was spent on minor maintenance of offices (replacement of window glasses and locks)	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	LRR targets and quarterly performance reports displayed on notice boards	1

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Submission was done on 30th Aug. 2023	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	Q1 Report submitted on 13th/10/2022	1
	<p>Maximum score is 6</p>	<p>i. Q1 by 15th October score 1 or else 0</p>		
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	Q2 Report submitted on 13th/01/2023	1
	<p>Maximum score is 6</p>	<p>ii. Q2 by 15th January score 1 or else 0</p>		
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	Q3 Report submitted on 14th/04/2023	1
	<p>Maximum score is 6</p>	<p>iii. Q3 by 15th April score 1 or else 0</p>		

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Q4 Report submitted on 19th July 2023</p>	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>All Sub County staff appraised by 30th June 2023 e.g.:</p> <p>Kazibwe Daniel (CDO) on 22nd/06/2023</p> <p>Baliyana Resty (Veterinary Officer) on 22nd/06/2023</p> <p>Kawooya David (Parish Chief) on 28th/06/2023</p> <p>Babirye Christine (Parish Chief) on 30th/06/2023</p> <p>Nabulya Christine (Parish Chief) on 30th/06/2023</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) - score 2 or else 0</p>	<p>All 12 Primary School Head Teachers appraised between 12th Dec. - 29th Dec. 2022 e.g.:</p> <p>Luutu Geoffrey (Mpogo R.C P.S) on 12th/12/2022</p> <p>Buteeraba Muhamad (Mpongo Muslim P.S) on 12th/12/2022</p> <p>Nalwoga Christine Joyce (Ngeribalya P.S) on 16th/12/2022</p> <p>Nassaka Mary (Kyaterekera P.S) on 27th/12/2022</p> <p>Nkoola Kiire Charles (Kyebeyengerero P.S) on 28th/12/2022</p> <p>Nkoola Paul (Mpenja COU P.S) on 28th/12/2022</p>	2

12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	All 3 In-charges appraised in time i.e.: Kiyaga Deo (Mpenja HCIII) on 26th/06/2023 Nakate Moureen (Ngeribalya HCII) on 26th/06/2023 Nabatanzi Harriet Jane (Kanziira HCII) on 21st/06/2023	2
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (i) Publicized the list of LLG staff: score 3 or else 0	Staff lists displayed with contacts of staff	3
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	No monthly analysis reports availed	0

F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	DDEG expenditure was compliant with guidelines i.e.: grading of Kikoko - Mpogo - Sugeezi Rd (Shs. 12,906,560), grading of Mpogo B - Bbya Road (Shs. 11,920,000), Inv. Servicing cost (Shs. 2,482,657), Retooling (Shs. 1,410,661) and Parish Chiefs (1,551,661)	2
15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	Execution of DDEG projects was 100% as all planned projects were implemented fully.	2

16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	2 planned projects were successfully implemented i.e.: grading of Kikoko - Mpogo - Sugeezi Rd (Shs. 12,906,560), grading of Mpogo B - Bbya Road (Shs. 11,920,000),	3
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G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	No screening forms availed for: Widening and regrading of Nswanjere A - Nswanjere B road, Golola B - Kisudi - Serumbe - Nayasa Road, Mpogo B - Bbya Road and Kikoko - Mpogo - Sugeezi Road	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	Complaints file and an updated complaints log book availed with cases handled and resolved or referred	1
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	Customized GRS pinned on the notice board	1
19	The LLG has a functional land management system Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area Land Committee fully constituted with: Yudaya Kiberu, Ssenyonyi Asuman and Nakyeyune Annet but no evidence of functionality availed	1

H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness and mobilization reports from Mpongo, Kiriri and Maseruka parishes availed	3
	Maximum score is 3			
21	Monitoring of service delivery in basic schools	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:	Parish level monitoring reports for schools availed e.g. Kiriri Parish dated 23rd Nov. 2022 and 14th March 2023, Kanziira Parish report dated 15th March 2023, Nkoma Parish report dated 28th/03/2023 and Golola Parish dated 20th/03/2023	4
	Maximum score is 4	If all schools (100%) - score 4 If 80 - 99% - score 2 If 60 to 79% score 1 Below 60% score 0		
22	Existence and functionality of School Management Committees	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	All 19 Primary Schools have fully composed SMC and are functional e.g.: Mpenja COU P.S has Ssempala Israel, Nansubuga Lazia, Kabonge George, Wamala Butunse, Mugamba Fred, Nakalawa Betty, Ssebanakitta Lwanga, Nanyanzi Christine and Tusubira Moses. Meetings were held on 14/04/2023, 22/06/2023 Samaria P.S has Mukasa William, Nanfuka Margaret, Ntabazi Benna, Nakintu Regina, Kiddawalime Tendo, Kiddu Willy, Wamala John, Tamale Fredrick, Tamale Mark and Nantale Erica. Meetings were held on 11th/07/2023 Kanziira COU P.S SMC has: Yiga Isaac, Rev. Richard Byamukama, Ndibadukira S., Nayiga Betty, Nakawunde Harriet, Lwanga Jamiru, Mukiibi Samuel, Kiwanuka Naome and Kikamaze James. Meetings were held on 28th/03/2023	3
	Maximum score is 3			

I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Awareness and mobilization reports availed including: mobilization for mass vaccination against COVID-19 in Kiriri dated 2nd/08/2022, routine vaccination of 0-5Yrs on 8th/11/2022, mosquito net distribution in Kigulu, Luzira and Ngeye on 27th/06/2023	3
24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Monitoring reports for the immunization exercise in Kiriri dated 8th/11/2023, monitoring report for health facilities of Ngeribalya HCII and Kanziira HCII dated 13th/04/2023 also availed. Monitoring reports were also discussed in Executive on 14th/02/2023	4
25	Existence and functionality of Health Unit Management Committee Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	HUMCs for the 3 facilities fully constituted i.e.: Mpenja HCIII has: Mutebi Ahmed, Nanyanzi Aidah, Hon. Jane Luswata, Hon. Katungwesi Gabriel and Hon. Sserwadda Francis. Meetings were held on 11/05/2023, 29/09/2022 Kanziira HCII has: Namukwaya Annet, Kamoga Livingstone, Magara Gerald, Kobusingye Annet, Nalweyiso Safina and Hon. Namaganda Faridah. meetings were held on 28/03/2023, 27/07/2023, 28/07/2022, 19/10/2022	3

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	Submission of requests were done on 30th/02/2023 and 15th/03/2023	3
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27	<p>The LLG has monitored water and environment services delivery during the previous FY</p> <p>Maximum score is 3</p>	<p>Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0</p>	<p>Monitoring report dated 18th/03/2023 covering all water sources availed</p>	3
28	<p>Existence and functionality of Water and Sanitation Committees</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0</p>	<p>Sub County has 58 water sources and 50 Water User Committees for public/community sources are constituted and fully operational e.g.</p> <p>Kanziira Village water source has Kakwaya Edward, Byamugisha Moses and Nakawunde Harriet</p> <p>Kisubi Village water source has Lwanga Asumani, Kiwanuka Isa and Nabuuma Judith</p> <p>Kasenge Borehole (Mpogo) has Kiwanuka John, Katongole Lawrence and Ms. Nansubuga</p> <p>Wamala Shallow Well (Mpogo) has Muyanja John, Nantambi Prossy, Makubuya John and Ms. Makubuya</p> <p>Kiriri East Borehole has Wamala Moses, Nalongo Katongole, Sserwadda Amos and Kiggundu Kyanda</p> <p>Luzira borehole has Kironde Ramadhan, Njala Umar, Mulindwa swaibu and Magara Jamiru</p>	2
29	<p>Functionality of investments in water and sanitation facilities</p> <p>Maximum score is 2</p>	<p>Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0</p>	<p>Monitoring reports presented e.g. report on Nswanjere piped water scheme dated 14/03/2023</p>	2

K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0
30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0: 20% in 2022/23 30% in 2023/24 40% in 2024/25
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0

32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

L. Production Services Management

34	<p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>Production statistics report 2022/23 in place and submitted to DPO's office on 4th July, 2023</p>	2
35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Awareness and training reports on banana and coffee management, soil and water conservation in place dated 4th/10/2022.</p> <p>Lists of coffee seedlings beneficiaries availed dated 14th/11/2022</p> <p>Farm visits report with attendance lists availed dated 14th/01/2023</p> <p>Awareness and sensitization of farmers on micro irrigation schemes projects under UGIFT dated 4th/04/2023</p>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Monthly monitoring reports for July, August and September with lists of farmers monitored availed all submitted on 4th/10/2022.</p>	2
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>Training reports on crop pests, disease management, water conservation and utilization availed with attendance lists submitted on 4th April 2023 and 4th July 2023</p>	2

The LLG has provided hands-on extension support to farmers and farmer organizations / groups

Maximum score is 2

If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0

activity reports for extension services conducted from 3rd - 5th August 2022, 6th - 15th September 2022 availed with attendance lists and submitted on 4th October 2022.

A. Functionality of Parish Administrative Structures

1

The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards

Maximum score is 2

Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.

PDCs for all the 4 Parishes fully constituted as per guidelines e.g. Binzi Ttaba PDC is composed of: Mbatudde Oliver (Chairperson), Ntale Anthony, Mubiru Vianney, Kawuuki Eremia, Namuddu Lydia Ssetumba, Ssemakula Abbas and Mwebe Hassan Wasswa (Parish Chief).

Katikampanda PDC is composed of: Mukiisa Robert (C/P), Ssekitoleko Ronald, Nakibuule Sarah, Munganyika Florence, Nalwanga Safiina, Ssebyanzi Benjamin, Namuyaba Joyce and Nakiganda Rebecca (Parish Chief)

All PDCs are functional as per minutes of sittings seen dated: 17th/01/2023, 20th/04/2023 and 23rd/06/2023 in Katikampanda, 19th/12/2022 and 30th/03/2023 in Binzi Ttaba and 18th/11/2022 in Kubamitwe

Parish proposals/submissions to the Revolving Fund also availed including: Piggery, Poultry, Maize and Coffee

2

2

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.

Maximum score is 2

Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.

Parish profiles with updated and disaggregated data availed for Kubamitwe Parish, Ngomanene Parish and Binzi Ttaba Parish

2

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	NGO/CBO profile or mapping report availed including GODFA and ACORD/ACYD effectively participating in the Budget Conference	2
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	Guidance to PDCs was given as per minutes of the Parish meeting held on 19/12/2022 at Ttaba Trading Centre	2
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	Parish priorities submitted include: opening and grading of Kimwanyi - Major Kiyengo - Katikampanda Rd, Buyinjabutoole - Kitante Rd and swamp raising along Ngalagala - Kyengeza Rd.	2

B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: i. Is consistent with the LLG approved development plan III; score 1 or else 0	Priorities in the Annual Work Plan and Budget consistent with the Approved Development Plan e.g. opening and grading of Kimwanyi - Major Kiyengo - Katikampanda Rd, Buyinjabutoole - Kitante Rd and swamp raising along Naganga - Kyengeza - Bbuye Rd.	1
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4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.	Priorities in the Annual Work Plan and Budget derived from Parish submissions including: opening and grading of Kimwanyi - Major Kiyengo - Katikampanda Rd, Buyinjabutoole - Kitante Rd and swamp raising along Naganga - Kyengeza Rd in Binzi Ttaba Rd.	1
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	Priorities in the Annual Work Plan and Budget such as opening and grading of Kimwanyi - Major Kiyengo - Katikampanda Rd, Buyinjabutoole - Kitante Rd and swamp raising along Naganga - Kyengeza Rd in Binzi Ttaba Rd were drawn from the Budget Conference report	1
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	Several investments in the Annual Work Plan and Budget directly attached to different funding sources such as DDEG, LRR and Non Wage	1
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	Project Profiles for Kimwanyi - Major Kiyengo - Katikampanda Rd and swamp raising along Naganga - Kyengeza Rd in Binzi Ttaba Rd developed	1
Maximum score is 6				

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Submission was made on 12th/05/2023	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	No evidence of submission availed	0
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	Compliant as projects work plan includes projects like opening and grading of Kimwanyi - Major Kiyengo - Katikampanda Rd, Buyinjabutoole - Kitante Rd and swamp raising along Naganga - Kyengeza Rd in Binzi Ttaba Rd and retooling of offices for PDM Programme	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Sub County budgeted Ug. Shs. 7,230,000 and collected Ug. Shs. 4,282,382 from LRR reflecting only 59% performance	0
	Maximum score is 1			
8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	From the Annual Financial Statements FY 2021/22, Ug. Shs. 5,777,789 while in the FY 2022/23 Ug. Shs. 4,282,382 was collected reflecting 26% decline in performance	0
	Maximum score 1			

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Only Ug. Shs. 400,000 was transferred to HLG as part of 35% while remittances were made to Parishes and Villages	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	No evidence availed	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Ug. Shs. 700,000 was spent on compound cleaning and maintenance of offices	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	Displays were put on the notice board	1

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Submission made on 30th Aug. 2023	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	<p>Submission done on 15th October 2022</p>	1
	<p>Maximum score is 6</p>	<p>i. Q1 by 15th October score 1 or else 0</p>		
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	<p>Q2 Report submitted on 13th Jan. 2023</p>	1
	<p>Maximum score is 6</p>	<p>ii. Q2 by 15th January score 1 or else 0</p>		
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p>	<p>Q3 Report was submitted on 13/04/2023</p>	1
	<p>Maximum score is 6</p>	<p>iii. Q3 by 15th April score 1 or else 0</p>		

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Submission was done on 13th July 2023</p>	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>All staff were appraised in time i.e. on 30th/06/2023. These include; Kateregga Abdul Karim (Asst. Agric. Officer), Nakajubi Jalia (Asst. Animal Husbandry Officer), Nakiganda Rebecca (Parish Chief), Wasswa Hassan Mwebe (Parish Chief) and Ssebulindye Gerald (Parish Chief).</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>All the 5 Head Teachers appraised i.e.:</p> <p>Kiberu Hadad (Ngomanene P.S) on 28th/12/2022</p> <p>Ssenoga Yovan (Tiginya SDA P.S) on 30th/12/2022</p> <p>Bunjo David (Bbuye COU P.S) on 30th/12/2022</p> <p>Kazo David (Kimwanyi COU P.S) on 19th/12/2022</p> <p>Nalwanga Mangadalene (Buyinjabutoole P.S) on 19th/12/2022</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>Lubinga Moses (In-charge Ngomanene HCIII) on 29th/06/2023</p>	2

13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (i) Publicized the list of LLG staff: score 3 or else 0	Sub County staff details were displayed/pinned on the notice board	3
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	No monthly analysis was done	0

F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Priorities and expenditure was compliant i.e. regrading of Kawuga - Kagabo Rd. (0.5km) at Ug. Shs. 4,230,000, support to participatory planning for Parish Chiefs (Ug. Shs. 120,000) and investment servicing costs (Ug. Shs. 540,000)	2
15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	Budget execution was affected by LRR shortfalls as only 59% was collected thus a number of planned priorities not implemented	0
16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	Only one project was undertaken and completed 100% i.e. regrading of Kawuga - Kagabo Rd (0.5km) under DDEG	3

G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	No screening forms availed projects undertaken i.e.: Kawuga - Kagabo Rd	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feedback, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No system established	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	Grievance Redress Mechanisms not in place thus no publicizing or displays made	0
19	The LLG has a functional land management system Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area Land Committee fully constituted. However, there is no evidence of functionality/sitting.	0
H. Basic (Pre & Primary) Education services Management (in public and private schools)				
20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	No evidence of awareness campaigns availed	0

21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 0	All the 5 primary schools were monitored as per termly reports availed	4
22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	All SMCs fully constituted and functional e.g.: Bbuye P.S SMC has: Namuleme Agnes (C/P), Tomusange Yusuf, Nanyonga Resty, Musoke Yusuf, Muyingo Lazaaro, Kitumba Justine and Nabbanja Joyce and they met on 8th/08/2022 Tiginya SDA P.S has: Kasumba Tomasi, Seezi Dodoviko, Nakityo Franciska, Mutyaba David, Ssettuba Wilson, Ssemayoga Fredrick and Ssenoga Yovan and met on 27th/01/2023, 29th/06/2023	3
I. Primary Health Care Services Management				
23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Awareness and mobilization campaigns for health conducted e.g. hand washing and home improvement campaigns in 10 Villages of Ttaba Binzi dated 14th/06/2023 and dialogue meetings with VHTs on 30th/03/2023	3
24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Health facility monitoring report dated 30th/03/2023 availed as inspection was done at Ngomanene HCIII OPD, Dispensary, Laboratory, Maternity, clinic rooms and sanitary facilities	4

25	Existence and functionality of Health Unit Management Committee Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	HUMC for Ngomanene HCIII fully constituted of: Ssebalamu Moses (C/P), Nalubega Sande, Mubiru Isaac, Ssenfuma Robert, Byekwaso Magdalene, Damalie Nsereko, Ssebalamu Zede and Lubinga Moses. Meetings were held on 12th/03/2023 and 2nd/06/2023,	3
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J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	Formal request for consideration was made on 24th/05/2023	3
27	The LLG has monitored water and environment services delivery during the previous FY Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	Monitoring reports for water sources in Ngomanene and Binzi Ttaba conducted as per reports dated 1st/11/2022 and 15th/06/2022	3
28	Existence and functionality of Water and Sanitation Committees Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	No evidence availed	0
29	Functionality of investments in water and sanitation facilities Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	Updated status report for water sources in the Sub County availed dated 15th/06/2023	2

K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30 Development of the Physical Development Plans as per guidelines
Maximum score 2 (i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0

30 Development of the Physical Development Plans as per guidelines
Maximum score 2 (i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:
20% in 2022/23
30% in 2023/24
40% in 2024/25

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0

32	The LLG has developed and implemented a solid waste management plan	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
	Maximum score 2	
32	The LLG has developed and implemented a solid waste management plan	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
	Maximum score 2	
33	Operation and Maintenance of infrastructure	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report
	Maximum score is 3	score 1 or else 0
33	Operation and Maintenance of infrastructure	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey
	Maximum score is 3	score 1 or else 0
33	Operation and Maintenance of infrastructure	(iii) If the LLG has spent own source revenues of not less than 20% on O&M
	Maximum score is 3	score 1 or else 0

L. Production Services Management

34	<p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>Annual Production Statistics missing</p>	0
35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Awareness/mobilization campaign reports produced dated 31st/01/2023 for micro irrigation schemes under UGIFT but with no attendance list to verify farmers mobilized</p>	0
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Monthly reports for the months of November 2022, December 2022, January 2023, February 2023, April 2023, May 2023, June 2023 and July 2023 were presented.</p> <p>However, there's no evidence of submission to DPO's Office.</p>	0
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>Training reports presented but with no evidence for submission to DPO's Office</p>	0

The LLG has provided hands-on extension support to farmers and farmer organizations / groups

Maximum score is 2

If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0

Reports presented but with no attendance lists to verify supported farmers and no evidence of submission to DPO's Office