

Dane County CDBG/HOME 2019 Application Evaluation Criteria

In order to be evaluated, programs must: 1) be an eligible activity, 2) be located in, or provide services to residents of, one of the member communities of the Dane County Urban County Consortium, 3) address one of the funding priority areas established by the CDBG Commission, 4) not be a HUD listed debarred or ineligible contractor, and 5) if CDBG eligible, meet one of the three national objectives. Applications deemed eligible will be presented to the CDBG Commission Application Review Team.

Those meeting the above criteria, will then be evaluated by the Application Review Team of the CDBG Commission using the following criteria:

Application Review Criteria	
Item	Maximum Points
1. Need and Justification	20
2. Benefit to Low-and-Moderate Income	10
3. Program/Project Approach	30
4. Experience and Qualifications	10
5. Financial Information	15
6. Past Performance	10
7. Partnerships	5
TOTAL POINTS	100

For 2019 the criteria in the Requests for Proposals (RFPs) for each application are delineated and tailored to the nature of the application. The definition and location of the items that are part of the review criteria will vary from one application template to the next but each follows the same order. In general the definitions used are:

Need and Justification (20 points maximum):

The program overview adequately describes the problem that is being addressed by the proposed project (worth up to 5 points). Statements are substantiated and related to the needs and the priorities in the 2015-2019 Consolidated Plan (worth up to 5 points). Provides a description of how funds may be targeted to areas of greatest need (worth up to 10 points).

Benefit to Low-and-Moderate Income Persons (10 points maximum)

The application describes the population to be served. Additional points will be given to projects located in census tracts where 47.8% of the population are considered low-and-moderate income.

Project Approach (30 points maximum):

The application describes what the program/project will do; how it will be implemented, operated, and administered within a realistic time period; how it will be provided; and how low-income participants will access services. The description should include:

- A description of the work that will be undertaken and a description of how the work will address the identified problem (worth up to 10 points).
- A work plan for how the project/program will be organized, implemented, operated, and administered, and the timeline and milestones from initiation to completion. Work on the project - meaning funds will be spent - will begin in 2019. (worth up to 10 points),
- Outreach and marketing initiatives that will be implemented to inform potential participants and to ensure that they are aware of the services/activities to be provided (worth up to 5 points).
- Outcomes are identified and can reasonably be expected to be achieved (worth up to 3 points).
- If the project requires temporary displacement, indicates the number of households and describes specific assistance to be provided to households temporarily displaced (worth up to 2 points. Maximum points awarded if no displacement).

Experience and Qualifications (10 points maximum):

The application provides documentation to justify the organization's capacity to conduct this project. The project is consistent with the mission of the organization. The organization has undertaken projects of similar complexity to the one for which funds are being requested (worth up to 3 points). There are staff resources with the skills and experience to administer and conduct an accountable and responsible project (worth up to 5 points). There appears to be adequate board and management oversight along with a commitment to quality and service improvement (worth up to 2 points).

Financial Information (15 points maximum):

The application clearly explains and justifies each proposed budget line item and why CDBG and/or HOME funding is required to make the project viable. An explanation is included on the basis for the cost estimates for the project. The budget is realistic. The organization is financially stable. Efforts have been made to secure and to leverage other funding for the project. The application identifies eligible sources of match, if required. Certain types of projects may also be required to submit: a budget summary, detailed project budget, 2019 operating costs budget, and a 15-year operating budget.

Past Performance (10 points maximum):

If the organization has been previously funded, a review of past expenditures and performance shows that the organization has been able to meet timelines and goals in a reasonable fashion, i.e., no unexpended dollars from prior years. Compliance with the contract will include, but not be limited to, submission of reports, adherence to scope of services, and quality of work. (Worth up to 10 points with maximum points being awarded to new projects.)

Partnerships (5 points maximum):

Identifies any partnerships that have been or will be formed to ensure the success of the project. (worth up to 5 points).

Interview Questions

1. Is this funding request for a new or an existing program?
2. Describe how CDBG/HOME funds are needed to ensure the viability of this project.
3. Describe how funds are being used to address areas of greatest need and how that determination was made.
4. Will this project involve the displacement of families, households, partnerships, businesses, etc. from their homes or businesses? If yes, describe the notices and assistance your organization expects to provide and the amount of funds allocated to do so.
5. Can all funds awarded in 2019 be reasonably expected to be expended? If this is a multi-year project, what amount of funds will be spent in each year?
6. Describe the risks to undertaking this project and your plans to address them.
7. If the funding request is for an existing program, at what point will the program become self-supporting? If never, what are other sources of funding? What additional money can be leveraged?
8. Provide a 5-year history of your relationship with the CDBG/HOME programs. Provide information on the specific results compared to the expected program outcomes stated in your most recent contract(s). Please provide any additional information that will allow us to fairly evaluate your past performance.
9. Provide a list of all activities to raise other funds (with results).
10. If your organization currently has a contract for CDBG or HOME funding with the County and you have unexpended dollars from previous years, please bring along a written statement regarding why your organization should be given additional dollars.

CDBG/HOME Application Review Criteria

Applicant:	
Program/Project:	
Date of Review:	
Reviewer:	

Application Review Criteria		Maximum Points	Points Awarded
1. Need and Justification			
Need		5	
Consolidated Plan priorities		5	
Targets area of greatest need		10	
2. Benefit to Low-and-Moderate Income		10	
3. Project Approach			
Project Description		10	
Work Plan		5	
Marketing/Outreach		5	
Outcomes		3	
Displacement		2	
4. Experience and Qualifications			
Undertaken projects of similar complexity and scope		3	
Staff Resources		10	
Oversight and commitment to quality		2	
5. Financial Information			
Budget and efforts to secure/leverage other funding		13	
Financial stability of organization		2	
6. Past Performance		10	
7. Partnerships		5	
TOTAL POINTS		100	