

Dane County CDBG/HOME 2026 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 would be presented to the CDBG Commission Application Review Team.

The Application Review Team will evaluate the applications using the following criteria:

Application Review Criteria	
Item	Maximum Points
1. National Objective - Need and Justification	20
2. Project Approach	35
3. Experience and Qualifications	15
4. Financial Information	15
5. Partnerships	5
6. Shovel Ready	5
7. Past Performance	5
TOTAL POINTS	100

For 2026, Requests for Proposals (RFPs) criteria for each application are delineated and tailored to the nature of the CDBG/HOME category. 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.

National Objective – Need and Justification (20 points maximum):

- **Meeting a National Objective:** The program overview adequately describes how the proposed project meets a national objective. (worth up to **5 points**).
 - The activity will be evaluated in terms of the justification of meeting a national objective. Activities with justification will be awarded accordingly:

Excellent	5 points
Good	3 – 4 points
Average	1 – 2 points
Does not provide justification	0 points

- **Needs and Priorities:** Statements are substantiated and related to the needs and the priorities in the 2025 - 2029 Consolidated Plan (worth up to **5 points**).
 - The activity will be evaluated in terms of the justification of the needs tied to the priorities listed in the Consolidated Plan. Activities with justification will be awarded accordingly:

Excellent	5 points
Good	3 – 4 points
Average	1 – 2 points
Does not provide justification	0 points

- **Language Access:** The organization has developed a process to serve individuals with limited English proficiency (LEP). (worth up to **5 points**)

The organization has developed a Language Access Plan (the plan must be included in the RFP application).	1 point
The organization has developed a process to provide interpretation services.	1 point
The organization has developed a process to provide translation services.	1 point
The organization has developed marketing materials in multiple languages.	1 point
The organization has signage attesting to the services listed above.	1 point

- **Program Accessibility:** How accessible is the program to low-and-moderate income persons? (worth up to **5 points**)
 - The activity will be evaluated in terms of the justification of the accessibility to the program. Activities with justification will be awarded accordingly:

Accessible to low- and moderate-income persons.	4 – 5 points
Somewhat accessible to low- and moderate-income persons.	1 – 3 points
Not accessible to low- and moderate-income persons.	0 points

Project Approach (35 points maximum):

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

- **Project Description:** A description of the work that will be undertaken and a description of how the work will address the identified need. This includes relevant eligibility guidelines, a clear referral process, a program capacity to serve clients, and a waitlist process (worth up to **8 points**).
 - The activity will be evaluated in terms of the program’s identified ability to carry out the project and describe how the work addresses the identified need.

Excellent	7 - 8 points
Good	4 – 6 points
Average	1 – 3 points
Does not provide justification or ability to implement the project	0 points

- Work Plan, Timeline and Milestones: This is a work plan for how the project/program will be organized, implemented, operated, and administered, as well as the timeline and milestones from initiation to completion. Work on the project—meaning funds will be spent—will begin in 2026 (worth up to **7 points**).
 - The activity will be evaluated in terms of the documentation and justification of the work plan, timeline and milestones. Activities with documentation and justification will be awarded accordingly:

Excellent	7 points
Good	4 – 6 points
Average	1 – 3 points
Does not provide documentation and/or justification	0 points

- Targeted Municipalities: The applicant identifies the municipalities that will receive targeted outreach to inform potential participants (worth up to **5 points**).

Conducts targeted outreach to 5 or more municipalities to inform potential participants	5 points
Conducts targeted outreach to 3 - 4 municipalities to inform potential participants	3 – 4 points
Conducts targeted outreach to 1 - 2 municipalities to inform potential participants	1 – 2 points

- Outreach and Marketing Initiatives and Populations to be Served: Initiatives that will be implemented to inform potential participants and ensure that they are aware of the services/activities to be provided. Identifies potential populations to be served, including low—to moderate-income persons (worth up to **5 points**).

Excellent	5 points
Good	3 - 4 points
Average	1 - 2 points
Does not provide justification	0 points

- Outcomes/Proposed Accomplishments: The total number of households are identified and can reasonably be expected to be achieved (worth up to **8 points**).
 - The activity will be evaluated in terms of the justification of the reasonably achievable outcomes. Activities will be awarded accordingly:

Excellent	7 - 8 points
Good	4 – 6 points
Average	1 – 3 points
Does not provide justification	0 points

- **Displacement:** If the project requires temporary or permanent displacement, indicate the number of households/businesses and describe specific assistance for displaced households/businesses. (Worth up to **2 points**. Maximum points are awarded if there is no displacement).

No Displacement	2 points
Displacement – Identifies households/businesses displaced, specific assistance, and a displacement plan	1 point
Displacement – Does not identify households/businesses and/or correct level of assistance	0 points

Experience and Qualifications (15 points maximum):

The application provides documentation to justify the organization’s capacity to conduct this project, which is consistent with the organization's mission.

- **Experience and Qualifications:** The organization has undertaken projects of similar complexity to the one for which funds are being requested (worth up to **4 points**).
- **Experience Serving LMI Populations:** The organization has experience providing services to low- and moderate-income populations (worth up to **4 points**)

Excellent	7 - 8 points
Good	4 – 6 points
Average	1 – 3 points
Does not provide justification	0 points

- **Staff Experience and Qualifications:** There are staff resources with the skills and experience to administer and conduct an accountable and responsible project. Key staff with experience in this area are identified. Staff turnover is minimal (worth up to **4 points**).

Excellent	4 points
Good	3 points
Average	1 – 2 points
Does not provide justification	0 points

- **Commitment to Quality:** There appears to be adequate board and management oversight and a commitment to quality and service improvement (worth up to **3 points**).

Excellent	3 points
Good	2 points
Average	1 point
Does not provide justification	0 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. The activity will be evaluated in terms of 1) its impact on the identified need; and 2) its implementation costs and funding request relative to its financial and human resources. Evaluation will include the cost incurred per person per unit and the justification for a particular level of funding. Specific projects may also be required to submit: a budget summary, detailed project budget, prior- or current-year operating costs, and an organization’s operating budget (worth up to **15 points**).

- **Budget Summary and Justification:** An explanation for budget line items is included, as well as how the CDBG/HOME funding would support program viability. The budget is realistic. (worth up to **5 points**)

Excellent	5 points
Good	3 - 4 points
Average	1 - 2 points
Does not provide justification	0 points

- **Organization Budget:** The organization has the financial capacity to manage the project (worth up to **5 points**)

Excellent	5 points
Good	3 - 4 points
Average	1 - 2 points
Does not provide justification	0 points

- **Funds Leveraged:** Efforts have been made to secure and leverage other project funding. The application identifies eligible sources of match to leverage (worth up to **5 points**).

25% of funds leveraged from the requested amount	5 points
Up to 15% of funds leveraged from the requested amount	3 points
No additional funds were identified	0 points

Partnerships (5 points maximum):

Identifies any partnerships that have been or will be formed to ensure the project’s success and ongoing collaboration activities; describes how meaningful partnerships will enhance the applicant’s program (worth up to **5 points**).

Excellent	5 points
Good	3 - 4 points
Average	1 - 2 points
Does not provide justification	0 points

Shovel-Ready (5 points maximum):

Five points will be awarded to projects that are shovel-ready by Q1 of 2026. Public Services will automatically receive 5 points.

Public Service Projects	5 points
Project is shovel-ready	5 points
The project is not shovel-ready	0 points

Past Performance (5 points maximum):

If the organization has been previously selected for/awarded funding, a review of the last five years past expenditures and performance shows that the organization has been able to meet timelines and goals reasonably, and is responsive to all communications from the CDBG/HOME staff (e.g., no unexpended dollars from prior years; funds are used in a timely manner and invoices submitted; has regular contact with staff and responds to requests; agency relinquished funds). Compliance with the contract will include, but not be limited to, timely and accurate submission of beneficiary/program reports and expenditure invoices, adherence to the scope of services, and quality of work. (Worth up to **5 points**). New applicants will be automatically awarded 5 points.

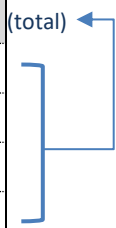
Information will be provided to the Application Review Team by CDBG/HOME staff.

Accurate / Consistent Spending of Funds	Up to 3 points
The agency has not returned funds in excess of 1% of awarded funds and does not have unexpended funds	3 points
The agency has not returned funds in excess of 10% of awarded funds <u>but</u> has unexpended funds from 2 years or more	1 – 2 points
If the agency returned funds	0 points
Program or Financial Report deadlines are met	Up to 1 point
Responsive with Communications	Up to 1 point

2026 CDBG/HOME Application Review Criteria

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

Application Review Criteria	Maximum Points	Points Awarded
1. National Objective- Need and Justification	(20)	
Meeting a National Objective	5	
Needs and Priorities	5	
Language Access	5	
Program Accessibility	5	
2. Project Approach	(35)	
Project Description	8	
Work Plan, Timeline & Milestones	7	
Targeted Municipalities	5	
Outreach and Marketing	5	
Outcomes/Proposed Accomplishments	8	
Displacement	2	
3. Experience and Qualifications	(15)	
Experience and Qualifications	8	
Staff Experience and Qualifications	4	
Oversight & Commitment to Quality	3	
4. Financial Information	(15)	
Budget Summary & Justification	5	
Organization Budget	5	
Funds Leveraged	5	
5. Partnerships	(5)	
Description of how partnerships will contribute to the success of program	5	
6. Shovel-Ready Projects	(5)	



7. Past Performance	(5)	
Accurate/Consistent spending of funds	3	
Program or Financial Report deadlines are met	1	
Responsive with Communications	1	
<u>TOTAL POINTS</u>	100	