Dane County CDBG/HOME 20254 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~~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	30
2. Project Approach	30
3. Experience and Qualifications	15
4. Financial Information	15
5. Past Performance	5
6. Partnerships	5
7. Shovel Ready	5
TOTAL POINTS	1~~00~~050

For 20245, the criteria in the Requests for Proposals (RFPs) for each application are delineated and tailored to the nature of the ~~application~~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. In general the definitions used are:

Meeting a National Objective- Need and Justification (30 points maximum):

- The program overview adequately describes how the proposed project meets a national objective. ~~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 ~~2020-2024~~2025 - 2029 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**).
    - The activity will be evaluated in terms of the documentation and justification of the need for the activity. Activities with documentation and justification will be awarded accordingly:

Excellent	9 – 10 points
Good	6 – 8 points
Average	1 – 5 points
Does not provide documentation and/or justification	0 points

- Targeted population located in a block group where 51% of the population is considered low- and moderate income. (worth up to **5 points**)

The targeted population is located in a block group where 51% of the population is considered low- and moderate income.	5 points
The targeted population is **NOT** located in a block group where 51% of the population is considered low- and moderate income.	0 points

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

- ~~Additional points will be given to projects physically located in census tracts where 47.8% of the population is considered low-and-moderate income, or projects that contain components that locate the services in close proximity to the population to be served (i.e. community pop-ups) (worth up to **10 points**).~~

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~~ the services or activities 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~~ need (worth up to **5 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 202~~4~~5. (worth up **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**).

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

- Outcomes are identified and can reasonably be expected to be achieved (worth up to **8 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 (15 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 **4 points**).

- The organization has experience providing services to low- and moderate income populations (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 **4~~7~~ points**).
- There appears to be adequate board and management oversight along with a commitment to quality and service improvement (worth up to **4 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. Certain types of projects may also be required to submit: a budget summary, detailed project budget, prior- or current-year operating costs, and a 15-year operating budget. (worth up to **15 points**).
- Cost Reasonableness and Effectiveness: An explanation is~~n~~ included on the basis for the cost estimates for the project. The budget is realistic. ~~~~(worth up to **5 points**)
- The organization is financially stable. (worth up to **5 points**)
- Efforts have been made to secure and to leverage other funding for the project. The application identifies eligible sources of match to leverage. (worth up to **5 points**)
    - o 25% of funds leveraged from requested amount will receive the maximum of **5 points**~~, if required~~. ~~Certain types of projects may also be required to submit: a budget summary, detailed project budget, prior- or current-year operating costs, and a 15-year operating budget (worth up to~~ **~~15 points~~**~~).~~
    - o Up to 15% of funds leveraged from requested amount will receive **3 points**.
    - o No additional funds identified will receive **0 points**.

Past Performance (5 points maximum):

If the organization has been previously funded, a review of the last five years' past expenditures and performance shows that the organization has been able to meet timelines and goals in a reasonable fashion, and is responsive to all communications from the CDBG/HOME staff (e.g.~~i.e~~., no unexpended dollars from prior years; funds are used in a timely manner and invoices submitted; has regular contact with staff; 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 scope of services, and quality of work. (Worth up to **5 points**). New applicants will be automatically awarded 5 points.

Accurate / Consistent Spending of Funds	Up to 3 points

Program or Financial Report deadlines are met	Up to 1 point
Responsive with Communications	Up to 1 point

Partnerships (5 points maximum):

Identifies any partnerships that have been or will be formed to ensure the success of the project; describes how partnerships will enhance the applicant's program (worth up to **5 points**).

Shovel-Ready (5 points maximum):

Five points will be awarded to projects that are shovel-ready by Q4 of 2024. Public Services will automatically receive 5 points.
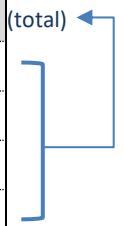
~~Interview Questions~~

1. ~~If you are not awarded the full amount, can the project still move forward? Please be as specific as possible, i.e. how will a lower funding level change the scope and outcomes of the project?~~

2. ~~Describe the risks to undertaking this project and your plans to address them.~~

3. ~~If your organization currently has a CDBG/HOME contract with the County and have unexpended funds, describe your timeline for expending the funds and why your organization should be given additional dollars.~~

4. ~~If your organization currently has a CDBG/HOME contract with the County and has not met performance goals outlined in the original application, describe the reasons for this, and why your organization should be given additional dollars.~~

20~~2~~5~~4~~ 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	(30)	
Need	5	
Consolidated Plan priorities	5	
Targets area of greatest need	10	
Census Groups (LMA area)	5	
Accessibility for LMI persons	5~~10~~	
2. Project Approach	(30)	
Project Description	5	
Work Plan	10	
Marketing/Outreach	5	
Outcomes	8	
Displacement	2	
3. Experience and Qualifications	(15)	
Undertaken projects of similar complexity and scope	4	
Experience Providing Services to LMI populations	3	
Staff Resources	4~~7~~	
Oversight and commitment to quality	4	
4. Financial Information	(15)	
Cost Reasonableness and Effectiveness	5	
Financial stability of organization ~~Budget and efforts to secure/leverage other funding~~	5~~13~~	
Budget and efforts to secure/leverage other funding~~Financial stability of organization~~	5~~2~~	
5. Past Performance	~~5~~ (5)	

(total)

	Accurate/Consistent spending of funds		
	Program or Financial Report deadlines are met		
	Responsive with Communications		
6. Partnerships		~~5~~ (5)	
	Description of how partnerships will contribute to the success of program		
7. Shovel-Ready Projects		(5)	
TOTAL POINTS		**10~~0~~5**	