

Dane County CDBG/HOME 2010 Application Evaluation Criteria

In order to be evaluated, programs must: 1) be an eligible activity, 2) be located in 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.

The CDBG Commission Application Review Team will make determinations regarding the completeness of submitted materials and reserve the right to not review applications that are considered incomplete.

Those meeting the above criteria, will then be evaluated in accordance with the following:

Application Review Criteria	
Item	Maximum Points
1. Benefit to Low-and-Moderate Income	5
2. Need and Justification	20
3. Program/Project Approach	20
4. Outcomes	10
5. Budget	10
6. Matching Funds	10
7. Experience and Qualifications	15
8. Past Performance	<u>10</u>
TOTAL POINTS	100

Benefit to Low-and-Moderate Income Persons (5 points maximum)

Five points will be given to activities that benefit at least 51 percent low-and-moderate income persons. Zero points will be given to activities that meet either of the other two National Objectives. Based on responses to items D and E.

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 2010-2014 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). Based on responses to items A, B, and E.

Project Approach (20 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 5 points).

- Identifies any partnerships that have been or will be formed to ensure the success of the project. (worth up to 3 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 2010. (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).
- 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).

Based on responses to items C, F, and H.

Outcomes (10 points maximum):

The application clearly identifies and describes one or more measurable project outcomes that are consistent with the identified need, or goal/objective, and program activities. Outcomes must address a priority identified in the 2010-2014 Consolidated Plan, e.g., number of households will have access to affordable housing as a result of site acquisition or construction of single-family housing. Based on responses to item G.

Budget (10 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 budget is realistic. Based on responses to items I, J, L, Appendix A, and Appendix B.

Matching Funds (10 points maximum):

Efforts have been made to secure other funding for the project (worth up to 5 points). The application identifies eligible sources of match (worth up to 5 points). Based on responses to items I and K.

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 3 points). There are staff resources with the skills and experience to administer and conduct an accountable and responsible project (worth up to 10 points). There appears to be adequate board and management oversight along with a commitment to quality and service improvement (worth up to 2 points). Based on responses to items 1, 2, 3, 4, 5, 6 and resumes of Chief Administrative Officer, Chief Fiscal Officer, and key program personnel.

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 2007. Compliance with the contract will include, but not be limited to, submission of reports and adherence to scope of services. (Worth up to 10 points with maximum points being awarded to new projects.)

Application Review Criteria		
Item	Application Item	Maximum Points
1. Benefit to Low-and-Moderate Income	D, E	5
2. Need and Justification		
Need	A	5
Consolidated Plan priorities	B	5
Targets area of greatest need	E	10
3. Project Approach		
Project Description	C	5
Partnerships	C	3
Work Plan	F	10
Marketing/Outreach	H	5
Displacement	C, Oral interviews	2
4. Outcomes	G	15
5. Budget	I, J, L, Appendices A and B	10
6. Matching Funds		
Efforts to Secure Funding	I, L	5
Match	I, K	5
7. Experience and Qualifications		
Undertaken projects of similar complexity and scope	2	3
Staff Resources	2, 4, 5, 6, resumes	5
Oversight and commitment to quality	1, 3, 4	2
8. Past Performance	Oral Interviews, staff	10
TOTAL POINTS		100

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 2010 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?
8. Provide a 5-year history of your relationship with the CDBG/HOME programs. Cite the amount of funding that has been received and the amount expended. Provide information on the specific results compared to the expected program outcomes stated in your 2008 or most recent contract. Please provide any additional information that will allow us to fairly evaluate your past performance.
9. Provide a list of all fund raising activities (with results) conducted.