

Dane County CDBG/HOME Application Evaluation Criteria

In order to be evaluated, programs must: 1) be an eligible activity, 2) be located in one of the 54 member communities of the Dane County Consortium, 3) address one of the funding priority areas established by the CDBG Commission, and 4) if CDBG eligible, meet one of the three national objectives.

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	15
3. Program/Project Approach	20
4. Outcomes	15
5. Budget	10
6. Matching Funds	10
7. Organizational Profile	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.

Need and Justification (15 points maximum):

The program overview adequately describes the need or the severity of the problem that is being addressed by the proposed program/project (worth up to 10 points). Statements are substantiated and related to the needs and/or the priorities in the 2004-2009 Consolidated Plan (worth up to 5 points). This examines the information provided in the Section: Program Description, A. Program Overview and C. Participants to be Served.

Program/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 work plan for how the project/program will be organized, implemented, operated, and administered, and the timeline and milestones from initiation to completion (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).

- Identifies any cooperative approaches and describes how they will benefit the performance of the project (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).

This examines the information provided in Section: Program Description, E. Program Activities and Section: CDBG Supplement, pages 2-4.

Outcomes (15 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 2004-2009 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. This examines the information provided in the Section: Program Description, D. Program Outcomes.

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. This examines the information provided in: Section: Application Summary, Revenue; Section: Program Description, F. Program Budget, G. 2009 Cost Explanation, H. Participant Cost, I. Service Units, and J. Unduplicated Participant; Section: Organizational Profile, 7. Personnel Schedule; and Section: CDBG Supplement, pages 2-5.

Matching Funds (10 points maximum):

Efforts have been made to secure other funding for the project (5 points maximum). The application identifies eligible sources of match. Points will be awarded based on the ratio of the amount of eligible matching funds to the amount of CDBG funds requested (5 points maximum):

1.1 or more	5 points.
.75 – 1.0	4 points
.50-.74	3 points
.25 - .49	2 points
> .25	0 points

Organizational Profile (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 5 points). There are adequate board, management, and 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 a commitment to quality and service improvement. This examines the information provided in: Section: Organizational Profile, pages 1-6.

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 2006. Compliance with the contract will include, but not be limited to, submission of reports and adherence to scope of services. This is worth 10 points with maximum points being awarded to new projects.

Application Review Criteria	
Item	Maximum Points
1. Benefit to Low-and-Moderate Income	5
2. Need and Justification	
Need	10
Consolidated Plan priorities	5
3. Program/Project Approach	
Work Plan	10
Marketing/Outreach	5
Cooperative Approaches	3
Displacement	2
4. Outcomes	15
5. Budget	10
6. Matching Funds	
Efforts to Secure Funding	5
Match	5
7. Organizational Profile	
Undertaken projects of similar complexity and scope	5
Board, Management, and Staff Capacity	10
8. Past Performance	10
TOTAL POINTS	100

Interview Questions

Is this funding request for a new or existing program?

If funding an existing program, at what point will the program become self-supporting? If never, what are other sources of funding?

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/objectives stated in your most recent grant request.

Provide a list of all fund raising activities (with results) conducted.