Community Development Block Grant Coronavirus Relief Small Cities Application Review Criteria

Below is the Application Review Criteria for the Community Development Block Grant Coronavirus Relief (CDBG-CV) Small Cities program:

1. A minimum of $200,000 and maximum amount of $5 million per funding request is available for each awarded unit of local government.

2. Applications must meet all threshold criteria below to be scored for funding.

3. Generally, the highest ranked proposals will be recommended for funding; see rating and ranking below.

Threshold Criteria: Proposed programs or projects must provide documentation of meeting the following threshold criteria to be eligible for CDBG-CV funding. Required documentation includes:

1. Proof that the application is for the purpose of preparing for, responding to, or recovering from the COVID-19 pandemic.

2. Description of a proposed program or project that meets a national objective of the CDBG program.

3. Description of a proposed program or project that is an eligible CDBG activity.

4. A Duplication of Benefit Certification for the Applicant and any Subrecipients, if applicable.

The following is a summary of the scoring categories:

I. Readiness to Proceed	80
II. Low- to Moderate-Income (LMI) Impact	70
III. COVID-19 Impact to the Community	50
IV. Experience, Past Performance, and Organization Capacity	40
V. Need and Justification	30
VI. Cost Reasonableness and Feasibility of Project	30
TOTAL AVAILABLE SCORE	**300**

Community Development Block Grant
Coronavirus Relief Small Cities
Application Review Criteria

Rating and Ranking Criteria

I. Readiness to Proceed (Total 80 Points)

Up to 80 points will be awarded based on the documentation and information provided showing that the resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance, where applicable, has been certified. This includes ensuring that the design and engineering work (if applicable) is underway or has been completed.

Completed Environmental Review Process (e.g., Documentation of Certificate of Exemption/Categorically Excluded Not Subject To (CENST), if applicable; or Documentation of the appropriate level Environmental Review has been completed, up to but not including publication or posting the Notice of Intent / Request for Release of Funds.	**Up to 30**
Procurement Completed for Professional Services and Awarded: • Administrative Services (15 points) • Engineering and/or Architectural Services (15 points) If no engineering or architectural services procurement is necessary for the project, the applicant will receive 15 points. If the project is self-administered, the applicant will receive 15 points.	**Up to 30**
Proposed Project Timeframe • Applicant demonstrated that they are ready to implement the project/program as soon as funding is available and/or complete the project within 18 months (20 points). • Applicant will need to do some work to be ready to implement the project/program and is likely to be able to start within 1-4 months and/or complete the project within 24 months (5 points). • Applicant has significant work to do to be ready to implement the project/program, which is likely to cause a 4 – 6-month delay in the implementation and/or complete the project within 36 months (0 points).	**Up to 20**

II. Low- to Moderate-Income (LMI) Impact (Total 70 points)

Up to 70 points will be awarded based on the impact to low- and moderate-income persons or households based on the following point values:

Percentage of LMI Benefit: • Presumed Benefit to LMI (50 points). • Other LMI Activities (Low/Moderate area, Low/Moderate Jobs, Low/Moderate Clientele) (40 points). • Slum/Blight or Urgent Need National Objective met (15 points).	**Up to 50**
Percentage of Community's LMI Population: • More than 55% LMI (20 points). • Between 45.01% and 55% LMI (15 points). • Between 35.01% and 45% LMI (10 points). • 35% or less LMI (5 points).	**Up to 20**

III. COVID-19 Impact on the Community (Total 50 points)

A score of 50 points shall be awarded for project proposals showing the greatest need and impact related to COVID-19:

Applicant shall receive the following points based on if the percentage of the population unemployed is higher than last year: • 24% or more change in unemployment (50 points). • 20%-23.99% change in unemployment (40 points). • 16%-19.99% change in unemployment (30 points). • 12%-15.99% change in unemployment (20 points). • 8%-11.99% change in unemployment (10 points). • Less than 8% change in unemployment (0 points).	**Up to 50**

IV. Experience, Past Performance and Organizational Capacity (Total 40 Points)

The experience of the applicant and all project participants, including the experience in undertaking programs/projects of similar complexity as the activity for which funds are being requested, will be evaluated. In addition, an evaluation of the capability and skills of administrative and program staff to carry out the program will be conducted.

For applicants who have received CDBG funding in the past, they will also be evaluated on past capacity, the timely expenditure of CDBG funds, the timely submittal of quarterly reports and requests for reimbursement, and the results of CDBG monitoring.

Management capacity: • The applicant has demonstrated past experience, past performance and/or has demonstrated adequate organizational capacity to carry out the activity (40 points). • The applicant has demonstrated that they have adequate organizational capacity to carry out the activity with limited need for capacity building and/or additional technical assistance (30 points). • The applicant has demonstrated that they have adequate organizational capacity to carry out the activity with significant need for capacity building and/or technical assistance (10 points). • The applicant has not demonstrated adequate organizational capacity to carry out the activity and DEO staff has additional questions regarding the applicant's governance maturity (0 points).	**Up to 40**

V. Need and Outcomes (Total 30 Points)

The project will be evaluated based on need and how well the project outcome(s) address the need(s) identified.

The project need: • Is clearly explained, unmet, and cannot be resolved without additional financial support (15 points). • Is adequately explained, unmet, and cannot be resolved without additional financial support (10 points). • Is not adequately explained and/or may not be able to be resolved without additional financial support (0 points).	**Up to 15**
The project outcome(s): • Clearly addresses the community needs outlined in the application (15 points). • Adequately addresses the community needs outlined in the application (10 points). • Does not adequately address the community needs outlined in the application (0 points).	**Up to 15**

VI. Cost Reasonableness and Feasibility of Project (Total 30 Points)

The application will be evaluated in terms of cost reasonableness and feasibility based on the proposed project and supporting documentation.

The project cost appears to be: • Reasonable and adequately supported based on the information provided (15 points). • Reasonable but not adequately supported (5 points). • Unreasonable and not adequately supported (0 points).	**Up to 15**
The project appears to be: • Feasible and adequately supported based on the information provided (15 points). • Feasible but not adequately supported (5 points). • Not feasible and not adequately supported (0 points).	**Up to 15**

TOTAL POINTS AVAILABLE   300 points