

APPENDIX U - 2013

SCORING DETAILS

APPLICANT CAPACITY/PAST PERFORMANCE SCORE SHEET

The score sheet below is used for each Applicant. The majority of the information below will be based on Departmental records. The Department will review the applicable reports and information to award these points. The total possible is up to 200 points.

ACTIVITY CRITERIA	APPLICANT CAPACITY / PAST PERFORMANCE	POINTS
APPLICANT CAPACITY/ PAST PERFORMANCE <i>(200 Points)</i>	1. Timely Clearance of Special Conditions <i>(-15 points , for each grant not fully cleared in 90 days).</i>	Up to: 60
	2. In-House Organizational Capacity for General Administration & Oversight of CDBG funded activities.	40
	3. Reporting Points <i>(-10 points, for each missing report, except Closeout Docs are -20 points, as of date of release of NOFA):</i> a. Annual FAR; b. Semi-Annual/Annual Grantee Expenditure and Accomplishments Report; c. Semi-Annual/Annual Program Income Report; d. Semi-Annual Wage Compliance Report; e. Section 3 Annual Report; and, f. Closeout Documentation.	70
	4. Cooperation/Compliance in clearing Audit or Monitoring Findings.	30
TOTAL POINTS		200

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ACTIVITY SPECIFIC SCORING SHEETS

The maximum possible score is up to 950 points for each activity other than Public Infrastructure, Public Infrastructure In Support of New Housing Construction, and Public Services, where the maximum point award is up to 1,000. See charts on following pages.

ECONOMIC DEVELOPMENT – ENTERPRISE FUND – *Business Assistance*

A maximum score of 950 points is assigned according to the following criteria. Points are allocated as noted in the chart below:

ACTIVITY CRITERIA	ENTERPRISE FUND – BUSINESS ASSISTANCE	POINTS
<p>NEED/BENEFIT (400 Points)</p>	<p>NEED:</p> <ol style="list-style-type: none"> 1. Unemployment 2. Market Analysis <ol style="list-style-type: none"> A. <u>Understanding of Market Conditions / Opportunities by Market Segment</u> <ol style="list-style-type: none"> 1) Level of most recent business activity: <ul style="list-style-type: none"> ▪ Comparative analysis number of establishments by employment/size/class over previous 3 years. ▪ Determination of number of businesses by industry category – use NAICS code level breakdown. ▪ Analysis of business segment (identified via NAICS) changes over previous 3 years. ▪ List of Local Businesses Surveyed to determine demand. B. <u>Identifying/Analyzing Lending Opportunities and Competitors</u> <ol style="list-style-type: none"> 1) Identifying all (other) private and public lending sources serving the market area to determine: <ul style="list-style-type: none"> ▪ Types of lending products offered. ▪ Types of businesses inquiring/obtaining financing. ▪ Types of businesses not meeting lender requirements. ▪ Minimum and maximum loan amounts. ▪ Typical loan terms & interest rates. ▪ Allowable uses of funds. ▪ Collateral requirements. ▪ Level of equity contribution required for loan-to-value (LTV). 2) Determine and confirm that financing program will fill the financing gaps in the market. C. <u>Demand Projections</u> <ol style="list-style-type: none"> 1) Based on level of business activity/competitive environment: <ul style="list-style-type: none"> ▪ Determine how many loans will be made annually over the grant term. ▪ Determine and validate average size of loans. ▪ Develop and loan program marketing strategy/plan. ▪ Determine and validate number of inquiries that may be generated. 	<p>100 250</p>

	<ul style="list-style-type: none"> ▪ Determine and validate number applications generated from the inquiries. ▪ Determine and validate number of applications likely to be approved. <p>D. <u>Conclusions</u></p> <ol style="list-style-type: none"> 1) Based on the Demand Projections above, determine and validate the grant funding being requested. 2) Third party documentation and references. <p><u>BENEFIT: Poverty (Jurisdiction-Wide only)</u></p> <p><i>(Applicant pool sets range of points for Poverty)</i></p>	50
READINESS <i>(300 Points)</i>	1. Program Description that includes the following: <ol style="list-style-type: none"> A. Program organization and activity flow charts. B. Task Matrix. C. Description of organization and structure of the activity. 	25
	2. Program Operator's Status is one of the following: <ol style="list-style-type: none"> A. Applicant has executed subrecipient agreement(s) for all subrecipient(s) and procured consultants per HUD procurement guidelines (Chapter 8 of the CDBG GMM). B. Grantee will be using in-house staff for the activity either solely or in conjunction with subrecipient/consultant. Grantee has executed subrecipient agreement(s) and/or consultant contract(s). C. Grantee does not have approved contracts and/or agreements and will be procuring services for this activity. 	75
	3. Program Operator Qualifications include the following: <ol style="list-style-type: none"> A. Complete duty statements of all job positions. B. Complete resumes of all individuals performing work under the activity (include relevant experience with emphasis on any CDBG RLA, grant management, marketing, and CDBG financial underwriting training and experience). C. Identify individual(s) performing ED financial underwriting for BA loans. D. Provide certificates of training that substantiate ED financial expertise or CDBG specialization. 	200
APPLICANT CAPACITY/PAST PERFORMANCE <i>(200 Points)</i>	The score from the Applicant Capacity/Past Performance Score Sheet will be added here.	<u>Up to:</u> 200
STATE OBJECTIVES <i>(50 Points)</i>	1. Capacity Building Points: Awarded for applications from the previous year that were eligible and met a national objective, but were 'below the available funding cut off line'.	50
TOTAL POINTS		950

ECONOMIC DEVELOPMENT – ENTERPRISE FUND – *Microenterprise*

A maximum score of 950 points is assigned according to the following criteria. Points are allocated as noted in the chart below:

ACTIVITY CRITERIA	ENTERPRISE FUND – MICROENTERPRISE	POINTS
<p>NEED/BENEFIT (400 Points)</p>	<p>NEED:</p> <p>1) Unemployment</p> <p>2) Market Analysis</p> <p>a) <u>Understanding of Market Conditions / Opportunities by Market Segment</u></p> <p>1. Level of most recent business activity:</p> <ul style="list-style-type: none"> ▪ Comparative analysis number of establishments by employment/size/class over previous 3 years. ▪ Determination of number of business by industry category – use NAICS code level breakdown. ▪ Analysis of business segment (identified via NAICS) changes over previous 3 years. ▪ List of Local Business Surveyed to determine demand. <p>b) <u>Identifying/Analyzing Lending Opportunities and Competitors</u></p> <p>1. Identifying all (other) private and public lending sources serving the market area to determine:</p> <ul style="list-style-type: none"> ▪ Types of lending products offered. ▪ Types of businesses inquiring/obtaining financing. ▪ Types of businesses not meeting lender requirements. ▪ Minimum and maximum loan amounts. ▪ Typical loan terms & interest rates. ▪ Allowable uses of funds. ▪ Collateral requirements. ▪ Level of equity contribution required for loan-to-value (LTV). <p>2. Determine and confirm that financing program will fill the financing gaps in the market.</p> <p>c) <u>Demand Projections</u></p> <p>1. Based on level of business activity/competitive environment:</p> <ul style="list-style-type: none"> ▪ Determine how many loans will be made annually over the grant term. ▪ Determine and validate average size of loans. ▪ Develop and loan program marketing strategy/plan. ▪ Determine and validate number of inquiries that may be generated. ▪ Determine and validate number applications generated from the inquiries. ▪ Determine and validate number of applications likely to be approved. <p>d) <u>Conclusions</u></p> <p>1. Based on the Demand Projections above, determine and validate the grant funding being requested.</p> <p>2. Third party documentation and references.</p>	<p>100</p> <p>250</p>

	BENEFIT: Poverty (Jurisdiction-Wide only) <i>(Applicant pool sets range of points for Poverty)</i>	50
READINESS <i>(300 Points)</i>	1. Program Description that includes the following: a. Program organization and activity flow charts. b. Task Matrix. c. Description of organization and structure of the activity.	25
	2. Program Operator's Status is one of the following: a. Applicant has an executed subrecipient agreement(s) for all subrecipients and procured consultants per HUD procurement guidelines (Chapter 8 of the CDBG GMM). b. Grantee will be using in-house staff for the activity either solely or in conjunction with subrecipient/consultant. Grantee has executed subrecipient agreement(s) and/or consultant contract(s). c. Grantee does not have executed subrecipient agreement(s) or contract(s) with consultant(s) and will be procuring services for this activity.	75
	3. Program Operator Qualifications include the following: a. Complete duty statements of all job positions. b. Complete resumes of all individuals performing work under the activity (include relevant experience with emphasis on any CDBG RLA, grant management, income qualification, marketing, and CDBG financial underwriting training and experience). c. Identify individual(s) performing financial underwriting for ME loans. d. Provide certificates of training that substantiate ED financial expertise or CDBG specialization.	200
APPLICANT CAPACITY/ PAST PERFORMANCE <i>(200 Points)</i>	The score from the Applicant Capacity/Past Performance Score Sheet will be added here.	Up to: 200
STATE OBJECTIVES <i>(50 Points)</i>	1. Capacity Building Points – Awarded for applications from the previous year that were eligible and met a national objective, but were 'below the available funding cut off line'.	50
TOTAL POINTS		950

COMMUNITY DEVELOPMENT

The maximum possible score is up to 950 points for each activity other than Public Infrastructure, Public Infrastructure In Support of New Housing Construction, and Public Services, where the maximum point award is up to 1,000. See charts on following pages.

ACTIVITY CRITERIA	HOMEOWNERSHIP ASSISTANCE (HA)	POINTS
<p>NEED (400 Points)</p> <p>Note: For Housing Combo: 50% of scores for both Housing Rehab & Homeownership Asst. will be totaled for final score. No weighted average based on amount of funding requested.</p>	<p>NEED: (250 out of 400 points)</p> <ol style="list-style-type: none"> 1. Overcrowding 2. Homeownership Rate <p>BENEFIT: (150 out of 400 points)</p> <ol style="list-style-type: none"> 1. Low-Mod Percentage (Jurisdiction-Wide only) 2. Poverty Percentage (Jurisdiction-Wide only) <p><i>(Applicant pool sets range of points for Overcrowding, Homeownership Rate, Low-Mod and Poverty.)</i></p>	<p>Up to: 125 125</p> <p>100 50</p>
<p>READINESS (300 Points)</p> <p><i>*If Homeownership Assistance Guidelines already approved and adopted, simply submit copy of approval and adoption docs</i></p> <p><i>**Pre-Screened Applicants – <u>Not</u> “Pre-Qualified”</i></p>	<ol style="list-style-type: none"> 1. Activity-Specific Operator Experience: <ol style="list-style-type: none"> a. Continuation of Existing Program, active during the last fiscal year = 150 points <i>(Per Department’s PI Reports and Grant Files)</i> b. Active in last 4 years but not the last 12 months = 100 points <i>(Per Department’s PI Reports and Grant Files)</i> c. No active Housing program = 0 points 2. Program Guidelines Approved by HCD and Adopted by the Applicant Jurisdiction*. 3. Waiting List of Pre-Screened** Applicants: Submit up to 5 most recent signed, pre-screened applications with SSN redacted. 	<p>Up to: 150</p> <p>100 50</p>
<p>APPLICANT CAPACITY/PAST PERFORMANCE (200 Points)</p>	<p>The score from the Applicant Capacity/Past Performance Score Sheet will be added here.</p>	<p>Up to: 200</p>
<p>STATE OBJECTIVES (100 Points)</p>	<ol style="list-style-type: none"> 1. Capacity Building Points: Awarded for applications from the previous year that were eligible and met a national objective, but were ‘below the available funding cut off line’. 2. Homeownership Assistance: Awarded for applications for HA program activity that is NOT part of a combo. The points will not be awarded if HA and HR are both applied for. 	<p>50</p> <p>50</p>
<p>TOTAL POINTS</p>		<p>1,000</p>

ACTIVITY CRITERIA	HOUSING REHABILITATION PROGRAM (HR) (1 – 4 UNITS)	POINTS
<p>NEED (400 Points)</p> <p><i>Note: For Housing Combo: 50% of scores for both Home Rehabilitation and Homeownership Assistance will be totaled for final score. No weighted average based on amount of funding requested.</i></p>	<p>NEED: (250 out of 400 points)</p> <ol style="list-style-type: none"> 1. Overcrowding 2. Age of Housing <p>BENEFIT: (150 out of 400 points)</p> <ol style="list-style-type: none"> 1. Low-Mod Percentage (Jurisdiction-Wide only) 2. Poverty Percentage (Jurisdiction-Wide only) <p><i>(Applicant pool sets range of points for Overcrowding, Age of Housing, Low-Mod & Poverty.)</i></p>	<p>Up to: 125 125</p> <p>100 50</p>
<p>READINESS (300 Points)</p> <p><i>*If Homeownership Rehabilitation Guidelines already approved and adopted, simply submit copy of approval and adoption docs</i></p> <p><i>*Pre-Screened Applicants – not “Pre-Qualified”</i></p>	<ol style="list-style-type: none"> 3. Activity-Specific Operator Experience: <ol style="list-style-type: none"> a. Continuation of Existing Program, active during the last fiscal year = 150 points <i>(Per Department’s PI Reports and Grant Files)</i> b. Active in last 4 years but not the last 12 months = 100 points <i>(Per Department’s PI Reports and Grant Files)</i> c. No active Housing Program = 0 points 4. Program Guidelines Approved by HCD and Adopted by the Applicant Jurisdiction.* 5. Waiting List of Pre-Screened* Applicants: Submit up to 5 most recent signed, pre-screened applications with SSN redacted. 	<p>Up to: 150</p> <p>100 50</p>
<p>APPLICANT CAPACITY/PAST PERFORMANCE (200 Points)</p>	<p>The score from the Applicant Capacity/Past Performance Score Sheet will be added here.</p>	<p>Up to: 200</p>
<p>STATE OBJECTIVES (50 Points)</p>	<p>Capacity Building Points: Awarded for applications from the previous year that were eligible and met a national objective, but were ‘below the available funding cut off line’.</p>	<p>50</p>
<p>TOTAL POINTS</p>		<p>950</p>

ACTIVITY CRITERIA	MULTI-FAMILY HOUSING PROJECT – ACQUISITION (INCLUDING ACQUISITION OF VACANT LAND FOR MFH), REHABILITATION OR ACQUISITION WITH REHABILITATION	POINTS
<p>NEED (400 Points)</p> <p>Note: Multi-Family Housing (MFH) Projects may not be included in a Housing Combo program. MFH Activities may include no more than one project.</p>	<p>NEED: (250 out of 400 points)</p> <ol style="list-style-type: none"> 1. Overcrowding 2. Rental Vacancy Rate <p>BENEFIT: (150 out of 400 points)</p> <ol style="list-style-type: none"> 1. Low/Mod Percentage (Jurisdiction-Wide only) 2. Poverty Percentage (Jurisdiction-Wide only) <p>(Applicant pool sets range of points for Low/Mod, Poverty and Need criteria)</p>	<p>125 125</p> <p>100 50</p>
<p>READINESS (300 Points)</p>	<ol style="list-style-type: none"> 1. Activity-Specific Operator Experience: <ol style="list-style-type: none"> a. Jurisdiction has completed and/or had oversight of <u>3 or more similar MFH projects with CDBG or HOME funding since Program Year 2007-08 = 200 points</u> b. Jurisdiction has completed and/or had oversight of <u>1 or 2 similar MFH projects with CDBG/HOME funding since Program Year 2007-08 = 150 points</u> c. Jurisdiction has completed and/or had oversight of 3 or more similar MFH projects without CDBG/HOME funding since Program Year 2007-08 = 100 points. d. Jurisdiction has completed <u>1 or 2 similar MFH projects without CDBG/HOME funding within last 5 years = 50 points</u> e. Jurisdiction has not completed any MFH since Program Year 2007-08 = 0 points <p>Note: Any jurisdiction that has an executed Subrecipient Agreement with a subrecipient with CDBG/HOME MFH experience since Program Year 2007-08 will get 50 points, up to the Readiness maximum of 200 points.</p> 2. All Funding In Place: All funding committed which will allow full occupancy and meeting of the National Objective. 3. Site Control 	<p>Up To: 200</p> <p>Up to: 75</p> <p>25</p>
<p>APPLICANT CAPACITY/PAST PERFORMANCE (200 Points)</p>	<p>The score from the <u>Applicant Capacity/Past Performance Score Sheet</u> will be added here.</p>	<p>Up to: 200</p>
<p>STATE OBJECTIVES (50 Points)</p>	<p>Capacity Building Points: Awarded for applications from the previous year that were eligible and met a National Objective, but were 'below the available funding cut off line'.</p>	<p>50</p>
<p>TOTAL POINTS</p>		<p>950</p>

ACTIVITY CRITERIA	PUBLIC IMPROVEMENTS (PI) (INCLUDES ACQUISITION OF VACANT LAND FOR PUBLIC IMPROVEMENTS)	POINTS
<p>NEED/BENEFIT (400 Points)</p> <p>Note: JW = Jurisdiction-Wide SA = Service Area <i>*Sliding scale like previous years. C & D or Boil Water Order gets full points. See "Scoring Guidelines for Public Improvements."</i> <i>**JW or SA depending on if SA necessary to prove activity eligibility. See Application.</i></p>	<p>NEED: (250 out of 400 points) 1. PI: Seriousness of Health & Safety Threat*</p> <p>BENEFIT: (150 out of 400 points) 1. Low-Mod Percentage** 2. Poverty Percentage (Jurisdiction-Wide only for both)</p> <p><i>(Applicant pool sets range of points for Low-Mod & Poverty)</i></p>	<p>Up to: 250</p> <p>Up to: 75 75</p>
<p>READINESS (300 Points)</p>	<p>1. Experienced In-House Staff & Ready to Start: A. Previously completed <u>CDBG-funded non-housing-related construction/rehabilitation projects</u> since Program Year 2007-08 (<i>Contract numbers must be provided</i>) (50 points for each project, up to 100 points) B. Previously completed <u>CDBG-funded housing-related construction/rehabilitation projects</u> since Program Year 2007-08 (<i>Contract numbers must be provided</i>) (25 points for each project up to 100 points) C. Previously completed <u>federally-funded, other than CDBG, non-housing-related construction/rehabilitation projects</u> since Program Year 2007-08 (<i>Contract numbers must be provided</i>) (25 points per project, up to 100 points)</p> <p>2. Project Approval Status: A. Preliminary Design & Engineer Plans, signed and stamped (50 points) B. Engineer's Cost Estimate, signed and stamped by the Engineer (25 points) C. Engineer's Timeline, signed and stamped by the Engineer (25 points)</p> <p>3. Funding in Place: All funding committed which will allow entire project completion/full occupancy and meeting of the National Objective.</p> <p>4. Site Control of Land for Project</p>	<p>Up to: 100</p> <p>Up to: 100</p> <p>75</p> <p>25</p>
<p>APPLICANT CAPACITY/PAST PERFORMANCE (200 Points)</p>	<p>The score from the Applicant Capacity/Past Performance Score Sheet will be added here.</p>	<p>Up to: 200</p>
<p>STATE OBJECTIVES (100 Points)</p>	<p>1. Capacity Building Points: Awarded for applications from the previous year that were eligible and met a national objective, but were 'below the available funding cut off line'.</p> <p>2. Public Infrastructure Projects to Improve and/or Provide Potable Water</p>	<p>50</p> <p>50</p>
<p>TOTAL POINTS</p>		<p>1,000</p>

ACTIVITY CRITERIA	PUBLIC IMPROVEMENTS IN-SUPPORT-OF HOUSING NEW CONSTRUCTION (PIHNC) (INCLUDES ACQUISITION OF VACANT LAND FOR PIHNC)	POINTS
<p>NEED/BENEFIT (400 Points)</p> <p>Note: JW = Jurisdiction-Wide</p>	<p>NEED: (250 out of 400 points)</p> <ol style="list-style-type: none"> 1. Condition of Approval for PI HNC 2. Renter Overpayment (25 points) 3. Vacancy rate (25 points) 4. Overcrowding (25 points) 5. COG data (RHNA) (25 points) <p>BENEFIT: (150 out of 400 points)</p> <ol style="list-style-type: none"> 3. Low-Mod Percentage (Jurisdiction-Wide only for PIHNC) 4. Poverty Percentage (Jurisdiction-Wide only) <p>(Applicant pool sets range of points for Low-Mod & Poverty)</p>	<p>Up to: 150</p> <p>100</p> <p>Up to: 75</p> <p>75</p>
<p>READINESS (300 Points)</p>	<ol style="list-style-type: none"> 2. Experienced In-House Staff & Ready to Start: Previously completed <u>CDBG-funded non-housing-related construction/ rehabilitation</u> projects since Program Year 2007-08. (Contract numbers must be provided) (50 points for each project, up to 100 points) <ol style="list-style-type: none"> a. Previously completed CDBG-funded housing-related <u>construction/ rehabilitation</u> projects since Program Year 2007-08. (Contract numbers must be provided) (25 points for each project up to 100 points) b. Previously completed <u>federally funded, other than CDBG, non-housing-related construction/ rehabilitation</u> projects since Program Year 2007-08. (Contract numbers must be provided) (25 points per project, up to 100 points) 3. Project Approval Status: <ol style="list-style-type: none"> A. Preliminary Design & Engineer Plans, signed and stamped (50 points) B. Engineer's Cost Estimate, signed and stamped by the Engineer (25 points) C. Engineer's Timeline, signed and stamped by the Engineer (25 points) 3. Funding in Place: All funding committed which will allow entire project completion/full occupancy and meeting of the National Objective. 4. Site Control of Land for Project 	<p>Up to: 100</p> <p>Up to: 100</p> <p>75</p> <p>25</p>
<p>APPLICANT CAPACITY/PAST PERFORMANCE (200 Points)</p>	<p>The score from the Applicant Capacity/Past Performance Score Sheet will be added here.</p>	<p>Up to: 200</p>
<p>STATE OBJECTIVES (100 Points)</p>	<ol style="list-style-type: none"> 3. Capacity Building Points: Awarded for applications from the previous year that were eligible and met a national objective, but were 'below the available funding cut off line'. 4. Public Infrastructure projects to improve and/or provide potable water. 	<p>50</p> <p>50</p>
<p>TOTAL POINTS</p>		<p>1,000</p>

ACTIVITY CRITERIA	PUBLIC FACILITIES (INCLUDES ACQUISITION OF VACANT LAND FOR PUBLIC FACILITIES)	POINTS
<p>NEED/BENEFIT (400 Points)</p> <p><i>*JW or SA depending on type of Public Facility (and Public Services offered). See Application.</i></p>	<p>NEED: (300 out of 400 points)</p> <ol style="list-style-type: none"> 1. Severity of Problem: <ol style="list-style-type: none"> a. Necessity of Service (75 points) b. Condition of the Building (50 points) <ol style="list-style-type: none"> I. Third Party Documentation confirm Red Tag/condemned (50 points) II. Documented Need for Rehabilitation (25 points) III. New construction of a facility (25 points) 2. Extent of Solution (percentage of problem solved): <ol style="list-style-type: none"> a. If solved via the Public Service (75 points) b. If solved via the building repair or construction (50 points) 3. Third-Party Documentation <p>BENEFIT: (100 out of 400 points)</p> <ol style="list-style-type: none"> 1. Low-Mod Percentage (Jurisdiction-Wide or Service Area*) 2. Poverty Percentage (Jurisdiction-Wide only) <p><i>(Applicant pool sets range of points for Low-Mod & Poverty)</i></p>	<p>Up to: 125</p> <p>Up to: 125</p> <p>50</p> <p>50 50</p>
<p>READINESS (300 Points)</p>	<ol style="list-style-type: none"> 1. Experienced In-House Staff & Ready to Start: <ol style="list-style-type: none"> a. Previously completed <u>CDBG-funded non-housing-related construction/rehabilitation projects</u> since Program Year 2007-08. <i>(Contract numbers must be provided) (50 points per project, up to 100 points)</i> b. Previously completed <u>CDBG-funded housing-related construction/rehabilitation projects</u> since Program Year 2007-08. <i>(Contract numbers must be provided) (25 points per project, up to 100 points)</i> c. Previously completed <u>federally-funded, other than CDBG, non-housing-related construction/rehabilitation projects</u> since Program Year 2007-08. <i>((Contract numbers must be provided) (25 points per project, up to 100 points)</i> d. Previously completed <u>federally-funded, other than CDBG, housing-related construction/rehabilitation projects</u> since Program Year 2007-08. <i>(Contract numbers must be provided) (25 points per project, up to 100 points)</i> 2. Project Approval Status: <ol style="list-style-type: none"> a. Engineer's Preliminary Design & Plans signed and stamped by the Engineer (50 points) b. Engineer's Cost Estimate, signed and stamped by the Engineer (25 points) c. Engineer's Timeline, signed and stamped by the Engineer (25 points) 3. Funding in Place: All funding committed which will allow complete construction, provision of public services, and meeting of the National Objective. 4. Site Control of Land for Project 	<p>Up to: 100</p> <p>Up to: 100</p> <p>75</p> <p>25</p>
<p>APPLICANT CAPACITY/PAST PERFORMANCE (200 Points)</p>	<p>The score from the Applicant Capacity/Past Performance Score Sheet will be added here.</p>	<p>Up to: 200</p>
<p>STATE OBJECTIVES (50 Points)</p>	<p>Capacity Building Points: Awarded for applications from the previous year that were eligible and met a national objective, but were 'below the available funding cut off line'.</p>	<p>50</p>
<p>TOTAL POINTS</p>		<p>950</p>

ACTIVITY CRITERIA	PUBLIC SERVICES	POINTS
<p>NEED/BENEFIT (400 Points)</p> <p><i>*JW or SA depending on type of Public Services offered. See Application.</i></p>	<p>NEED: (300 out of 400 points)</p> <ol style="list-style-type: none"> 1. Severity of Problem 2. Extent of Solution (Percentage of problem solved) 3. 3rd Party Documentation <p>BENEFIT: (100 out of 400 points)</p> <ol style="list-style-type: none"> 1. Low-Mod Percentage (Jurisdiction-Wide or Service Area*) 2. Poverty Percentage (Jurisdiction-Wide only) <p><i>(Applicant pool sets range of points for Low-Mod & Poverty)</i></p>	<p>125</p> <p>125</p> <p>50</p> <p>50</p> <p>50</p>
<p>READINESS (300 Points)</p>	<ol style="list-style-type: none"> 1. Operator Experience/Program Readiness: <ol style="list-style-type: none"> a. Existing CDBG Service in process now with executed Subrecipient Agreement for the service being applied for; or, Existing CDBG Service with In-House staff experience in the service being applied for = <i>175 points</i> b. New CDBG Service with executed Subrecipient Agreement or, New CDBG Service with In-House staff experience in the service being applied for = <i>125 points</i> c. Existing CDBG Service with <u>no</u> Subrecipient Agreement or In-House staff with experience in a different service than the one being applied for = <i>75 points</i> d. New CDBG Service with <u>no</u> Subrecipient Agreement or In-House staff with experience in a different service than the one being applied for = <i>50 points</i> 2. Site Control of Facility for Service; or, 3. Means to Conduct the Service (such as, the vehicle to use for a meals-on-wheels program) 	<p>Up to: 175</p> <p>125</p>
<p>APPLICANT CAPACITY/PAST PERFORMANCE (200 Points)</p>	<p>The score from the Applicant Capacity/Past Performance Score Sheet will be added here.</p>	<p>Up to: 200</p>
<p>STATE OBJECTIVES (100 Points)</p>	<ol style="list-style-type: none"> 1. Capacity Building Points: Awarded for applications from the previous year that were eligible and met a national objective, but were 'below the available funding cut off line'. 2. Employment Training resulting in the creation of jobs. 	<p>50</p> <p>50</p>
<p>TOTAL POINTS</p>		<p>1,000</p>

DOCUMENTATION AND SCORING

A. Documentation and Scoring of NEED and BENEFIT

1. Need

The Need category has 400 points and requires documentation to support the jurisdiction's reasoning for applying for a specific activity. The activity must be proposed to alleviate a serious need or threat to the health and safety of the residents of the jurisdiction. See the Application for a list of typical activities and a description of how to document need for the activity.

2. Benefit

To document Benefit, applicants must complete the tables in the Application giving information on Service Area and Beneficiaries. If an activity has 100% income-qualified beneficiaries (such as a Housing Rehab program) or Limited Clientele (such as a Public Service for a limited clientele), Benefit will be scored on jurisdiction-wide Low-Mod and Poverty percentages.

Note: *Even if the activity is being scored on jurisdiction-wide Low-Mod percentages, unless the National Objective is LMC, applicants must still complete the table giving Census Tract and Block Group data, as this is a HUD reporting requirement for the CDBG program.*

B. Documentation and Scoring for Readiness to Proceed

To document readiness, applicants must submit documentation they are, or will be, ready to proceed with the activity upon award of funds. Applications able to clearly document the ability to meet the State contract's 90 day deadline to clear special conditions for proposed activities will receive the highest scores under this category. For example, having all appropriate local approvals and resolutions completed, having approved program guidelines for a housing rehabilitation program/project, or all financing commitments for a public improvement or public facility project already in place are critical elements of readiness.

C. Documentation and Scoring of Jurisdictional Capacity/Past Performance

This category scores the jurisdiction's overall ability to implement and manage the CDBG program, and is based on the Capacity Form. . All applicants must fill in this section completely. Past performance, such as timeliness of submitting reports and clearing special conditions will be evaluated and scored. Applicants will be required to submit resumes, duty statements and Responsibility Chart(s) documenting staff capacity and experience implementing the CDBG program and eligible activities at the jurisdictional level. If the local jurisdiction uses or is planning to use a consultant to assist in implementing the program and/or a proposed activity, copies of the consultant's staff's resumes, duty statements, and Responsibility Charts will be required. Contracts between the jurisdiction and the consultant must be submitted for

Department review. (Please see the notes in **Appendix F** regarding procurement of consultants and/or contractors prior to award notifications.)

D. Tie-Breaker

Points will not be awarded for the PTA activity. However, in the event the activity is over-subscribed, a tie breaker process, based on jurisdiction-wide Poverty levels, will be employed to determine ranking of the PTA applications and a final funding list. The tie breaker process is discussed in the PTA section of the Application.

E. Additional Information

Additional details regarding scoring and documentation will be included in the Activity Applications.