

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FEDERAL FINANCIAL ASSISTANCE

651 Bannan Street, 7th Floor
 Sacramento, CA 94252-2054
 (916) 263-2771
www.hcd.ca.gov



Appendix F: CDBG Scoring Matrix

This scoring matrix will be used to score all Planning and Public Service applications under the 2024 Notice of Funding Availability (NOFA). An applicant's score will be the total of the points received from all scoring criteria in the table below. The max score is 200 points.

If you have any questions on how this scoring matrix works, please email CDBG@hcd.ca.gov.

Applicant Name:	
Application Name:	
Reviewer:	
Total Score:	

Criteria	Max Points	Points Received
Community Need Data – Based on data from the American Community Survey (ACS) administered by the U.S. Census Bureau. See Appendix A.	50	
New Grantees – If applicant has not been awarded CDBG funds from the last five program years (2019-2023), award 20 points (excludes Program Income awards).	20	
Capacity & Knowledge – If applicant has in-house expertise or has already procured or chosen a consultant or subrecipient respectively to operate and/or manage its proposed activity, award up to 10 points. <ul style="list-style-type: none"> • Fully executed contracts and agreements (10 points) • Draft contracts/agreements with draft RFP/RFQ (5 points) 	10	
CDBG as Gap Funding – Award points based on the ratio of the amount of leveraging funds to the amount of CDBG funds requested (round to nearest 1/100): <ul style="list-style-type: none"> • 1.01:1 or more: 25 points • .76:1 to 1:1: 20 points • .51:1 to .75:1: 15 points • .26:1 to .50:1: 10 points • .01:1 to .25:1: 5 points • No leveraging funds: 0 points 	25	

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Criteria	Max Points	Points Received
<p>Application Corrections – Award points based on the number of corrections that would be required for the application if it were to be awarded:</p> <ul style="list-style-type: none"> • 4 or less: 20 points • 5 to 8: 10 points • 9 or more: 0 points 	20	
<p>Community Engagement – Award points based on applicant's additional community engagement efforts beyond the minimum required by HCD (cumulative; up to 15 points):</p> <ul style="list-style-type: none"> • Noticed and held additional public meetings/hearings: award 5 points per additional public meeting/hearing • Noticed public meetings/hearings in additional locations: award 1 points per additional unique notice location • Noticed public meetings/hearings using methods other than newspaper publications and bulletin board postings (e.g., social media, flyers, etc.): award 1 points per unique method of noticing • Utilized community meeting spaces other than board/council chambers for public meetings/hearings (e.g., library, neighborhood facility, non-profit halls): award 5 points per public meeting/hearing held at a community meeting space • Provided resources to remove barriers to participation at public meetings/hearings (e.g., childcare, food, transit fare vouchers, interpreter and/or closed caption services [provided without request]): award 5 points per resource provided • Solicited community feedback through additional methods of engagement other than speaking at a public meeting (e.g., anonymous questionnaire, online survey, booting): award 2 points per additional method of engagement 	15	
<p>Labor Standards Reporting – If applicant is current on labor standards reporting to HCD, award 10 points (if applicant has no active HCD awards, award 10 points)</p>	10	
<p>Quarterly Activity and Financial Reporting – Award points based on the number quarters in the past year for which an Activity or Financial Report was submitted late (up to 20 points):</p> <ul style="list-style-type: none"> • 0 quarters: 20 points • 1 quarter: 15 points • 2 quarters: 10 points • 3 quarters: 5 points • 4 quarters: 0 points <p>If applicant has no active awards from the past year, award 20 points</p>	20	

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Criteria	Max Points	Points Received
Program Income Receipting – Award points based on applicant’s progress in complying with HCD’s CDBG Program Income requirements (cumulative): <ul style="list-style-type: none"> • If applicant has submitted a Program Income Receipting and Reporting application, award 5 points • If applicant has accepted a Program Income Receipting and Reporting award in eCivis, award 5 points • If applicant’s first Program Income Receipting and Reporting report has been approved by HCD, award 5 points • If applicant’s report(s) for FY 2022-2023 and/or FY 2023-2024 have been approved by HCD, award 5 points • If applicant has encumbered its Program Income into an award OR applicant does not have any Program income to encumber, award 5 points • If applicant has no actions completed, award -5 points 	25	
State-owned Excess Sites (Planning applications only) – Planning applications related to sites identified under Executive Order N-06-19 to create affordable housing on excess state-owned property.	5	
Tie Breaker – In the event of a tied score, the application with the least corrections required will be awarded.	-	-
Total	200	