

APPENDIX U

SCORING DETAILS

ECONOMIC DEVELOPMENT - ENTERPRISE FUND

A maximum score of 900 points is assigned according to the following criteria. Points are allocated as noted in the chart below:

ACTIVITY CRITERIA	CATAGORY DESCRIPTION	POINTS	
		BA	ME
NEED/BENEFIT (400 Points)	1. Need: <ul style="list-style-type: none"> a. Unemployment b. Market Analysis (BA and Microenterprise) <ul style="list-style-type: none"> • <u>Understanding of Market Conditions</u> <ul style="list-style-type: none"> ○ Approach and Methodology ○ Sector or Business Inventory ○ Analyzing Community Economics ○ Analyzing End-Users • <u>Identifying Market Opportunities by Sector</u> <ul style="list-style-type: none"> ○ Competitive Advantages - Evaluating End-User Opportunities ○ Evaluating End-User Risks ○ Summary Conclusions of Strength and Weaknesses • <u>Demand Projections</u> • <u>Conclusions</u> <ul style="list-style-type: none"> ○ Summary Marketing Plan for Activity and Key Stakeholder Participation ○ Third Party Documentation and References 	100	100
	2. Benefit: Poverty (Jurisdiction-Wide only) (Applicant pool sets range of points for Poverty)	250	250
READINESS (300 Points)	1. Program Description that includes the following: <ul style="list-style-type: none"> a. Program organization and activity flow charts b. Task Matrix c. Overall program(s) and proposed activity(s) 	25	25
	2. Program Operators Status is one of the following: <ul style="list-style-type: none"> a. Application has approved contracts for all subrecipients and consultants procured according to Chapter 8 of the CDBG GMM b. Application indicates the Grantee will be using only in-house staff for the activity c. Grantee does not have approved contracts and/or agreements that 	75	75

	<p>include resumes of all individuals performing work under the activity that includes relevant experience, education, certificates and special finance and microenterprise training.</p> <p>d. Indicate the number of CDBG programs operated by the Program Operator over the past 3 years.</p> <p>3. Program Operator Qualifications that includes the following:</p> <p>a. Complete duty statements of all individuals performing work under the activity;</p> <p>b. Complete resumes of all individuals performing work under the activity that includes relevant experience, education, certificates and special finance and microenterprise training.</p> <p>c. Experience including evaluation of past grant performance</p>	250	250
JURISDICTIONAL CAPACITY/ PAST PERFORMANCE (200 Points)	<p>1. Timely Clearance of Special Conditions (-15 pts for each grant not fully cleared in 90 days)</p> <p>2. In-House organizational capacity for General Administration & oversight of CDBG</p> <p>3. Reporting Points (-10 pts for each missing report as of date of release of NOFA):</p> <p>a. Annual FAR;</p> <p>b. Annual GPR;</p> <p>c. Semi-annual & Annual Program Income;</p> <p>d. Semi-annual & Annual ED Progress Report;</p> <p>e. Semi-Annual Wage Report;</p> <p>f. Section 3 Annual Report; and,</p> <p>g. Closeout Documentation.</p> <p>4. Cooperation/Compliance in clearing Audit or Monitoring Findings</p>	60 40 70	60 40 70
STATE OBJECTIVES	Not applicable this funding round.		
TOTAL POINTS		900	900

COMMUNITY DEVELOPMENT

The maximum possible score is 900 points for each activity. See charts on following pages. Please note that all point values are “up to” that amount.

ACTIVITY CRITERIA	HOUSING REHAB and HOMEOWNERSHIP ASSISTANCE	POINTS
<p>NEED (400 Points)</p> <p><i>NOTE: For Housing Combo: 50% of scores for both HR & HA will be totaled for final score. No weighted average based on amount of funding requested.</i></p>	<p>Need (250 out of 400 pts)</p> <ol style="list-style-type: none"> 1. Overcrowding (for both HA and HR) 125 2. Home Ownership Rate (for HA) or Age of Housing (for HR) 125 <p>Benefit (150 out of 400 pts)</p> <ol style="list-style-type: none"> 1. Low-Mod Percentage (Jurisdiction-Wide only) 100 2. Poverty Percentage (Jurisdiction-Wide only) 50 <p><i>(Applicant pool sets range of points for Low-Mod & Poverty)</i></p>	
<p>READINESS (300 Points)</p> <p><i>*Pre-Screened Applicants – do not “Pre-Qualify”</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 within last 12 mo = 150 pts b. Active in last 4 yrs but not 12 mo = 100 c. Executed Subrecipient Agreement = 50 d. No active Housing program = 0 2. Program Guidelines 100 3. Waiting List of Pre-Screened* applicants 50 	<p>Up to 150</p>
<p>JURISDICTIONAL CAPACITY/ PAST PERFORMANCE (200 Points)</p>	<ol style="list-style-type: none"> 5. Timely Clearance of Special Conditions (-15 pts for each grant not fully cleared in 90 days) 60 6. In-House organizational capacity for General Administration & oversight of CDBG 40 7. Reporting Points (-10 pts for each missing report as of date of release of NOFA): 70 <ol style="list-style-type: none"> a. Annual FAR; b. Annual GPR; c. Semi-annual & Annual Program Income; d. Semi-annual & Annual ED Progress Report; e. Semi-Annual Wage Report; f. Section 3 Annual Report; and, g. Closeout Documentation. 8. Cooperation/Compliance in clearing Audit or Monitoring Findings 30 	
<p>STATE OBJECTIVES</p>	<p>Not applicable this funding round.</p>	
<p>TOTAL POINTS</p>		<p>900</p>

ACTIVITY CRITERIA	MULTI-FAMILY HOUSING ACQ, REHAB or ACQ/REHAB	POINTS
<p>NEED (400 Points)</p> <p><i>NOTE: Multi-Family Housing projects may not be included in a Housing Combo program. MFH Activities may include no more than one project.</i></p>	<p>Need (250 out of 400 pts)</p> <ol style="list-style-type: none"> 1. Overcrowding 2. Rental Vacancy Rate <p>Benefit (150 out of 400 pts)</p> <ol style="list-style-type: none"> 1. Low-Mod Percentage (Jurisdiction-Wide only) 2. Poverty Percentage (Jurisdiction-Wide only) (Applicant pool sets range of points for Low-Mod & Poverty) 	<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 3 or more similar MFH projects <u>with</u> CDBG or HOME funding within last 5 years = 200 pts. b. Jurisdiction has completed 1 or 2 similar MFH projects <u>with</u> CDBG/HOME funding within last 5 years = 150 pts c. Jurisdiction has completed 3 or more similar MFH projects <u>without</u> CDBG/HOME funding within last 5 years = 100 pts. d. Jurisdiction has completed 1 or 2 similar MFH projects <u>without</u> CDBG/HOME funding within last 5 years = 50 pt. e. Jurisdiction has not completed any MFH projects within last 5 years = 0 pts <p>NOTE: Any jurisdiction that has an executed Subrecipient Agreement and Development Agreement with a developer <u>with</u> CDBG/HOME experience within last 5 years will get 50 pts, up to the Readiness maximum of 200 pts.</p> 2. All Funding In Place 3. Site Control 	<p>Up to 200</p> <p>75 25</p>
<p>JURISDICTIONAL CAPACITY/ PAST PERFORMANCE (200 Points)</p>	<ol style="list-style-type: none"> 1. Timely Clearance of Special Conditions (-15 pts for each grant not fully cleared in 90 days) 2. In-House organizational capacity for General Administration & oversight of CDBG 3. Reporting Points (-10 pts for each missing report as of date of release of NOFA): <ol style="list-style-type: none"> a. Annual FAR; b. Annual GPR; c. Semi-annual & Annual Program Income; d. Semi-annual & Annual ED Progress Report; e. Semi-Annual Wage Report; f. Section 3 Annual Report; and, g. Closeout Documentation. 4. Cooperation/Compliance in clearing Audit or Monitoring Findings 	<p>60</p> <p>40</p> <p>70</p> <p>30</p>
<p>STATE OBJECTIVES</p>	<p>Not applicable this funding round.</p>	
<p>TOTAL POINTS</p>		<p>900</p>

ACTIVITY CRITERIA	PUBLIC IMPROVEMENTS (PI) AND PUBLIC IMPROVEMENTS IN SUPPORT OF HOUSING NEW CONSTRUCTION (PIHNC)	POINTS	
		PI	PIHNC
<p>NEED/BENEFIT (400 Points)</p> <p>NOTE: JW = Jurisdiction-Wide TA = Target Area</p> <p><i>*Sliding scale like previous years. C & D or Boil Water Order gets full points. See "Scoring Guidelines for Public Improvements." **JW or TA depending on if TA necessary to prove activity eligibility. See Application.</i></p>	<p>Need (250 out of 400)</p> <p>1. PI: Seriousness of Health & Safety Threat* Or PIHNC: Condition of Approval for PI HNC</p> <p>2. For PIHNC: Renter Overpayment (25 pts) Vacancy rate (25 pts) Overcrowding (25 pts) COG data (RHNA) (25 pts)</p> <p>Benefit (150 out of 400)</p> <p>1. Low-Mod Percentage** (JW or TA for PI; JW only for PIHNC)</p> <p>2. Poverty Percentage (Jurisdiction-Wide only for both) (Applicant pool sets range of points for Low-Mod & Poverty)</p>	<p>250</p>	<p>150 100</p>
<p>READINESS (300 Points)</p>	<p>1. Experienced In-House Staff & Ready to Start</p> <p>a. RFQ for Engineer (25 pts)</p> <p>b. RFP for Labor Consultant (25 pts)</p> <p>c. Procurement Outreach Distribution List (25 pt)</p> <p>d. Previous CDBG-funded PI project w/in 36 mo. of NOFA release date (25 pts)</p> <p>2. Project Approval Status</p> <p>a. Preliminary Design & Engineer Plans (50 pts)</p> <p>b. Engineer's Cost Estimate & Timeline (50 pts)</p> <p>3. Funding in Place</p> <p>4. Site Control of Land for Project</p>	<p>Up to 100</p> <p>Up to 100</p> <p>75 25</p>	<p>Up to 100</p> <p>Up to 100</p> <p>75 25</p>
<p>JURISDICTIONAL CAPACITY/ PAST PERFORMANCE (200 Points)</p>	<p>1. Timely Clearance of Special Conditions (-15 pts for each grant not fully cleared in 90 days)</p> <p>2. In-House organizational capacity for General Administration & oversight of CDBG</p> <p>3. Reporting Points (-10 pts for each missing report as of date of release of NOFA):</p> <p>a. Annual FAR;</p> <p>b. Annual GPR;</p> <p>c. Semi-annual & Annual Program Income;</p> <p>d. Semi-annual & Annual ED Progress Report;</p> <p>e. Semi-Annual Wage Report;</p> <p>f. Section 3 Annual Report; and,</p> <p>g. Closeout Documentation.</p> <p>4. Cooperation/Compliance in clearing Audit or Monitoring Findings</p>	<p>60</p> <p>40</p> <p>70</p> <p>30</p>	<p>60</p> <p>40</p> <p>70</p> <p>30</p>
<p>STATE OBJECTIVES</p>	<p>Not applicable this funding round.</p>		
<p>TOTAL POINTS</p>		<p>900</p>	<p>900</p>

ACTIVITY CRITERIA	PUBLIC FACILITIES	POINTS
<p>NEED/BENEFIT (400 Points)</p> <p><i>*JW or TA depending on type of Public Facility (and Public Services offered) See Application.</i></p>	<p>Need (300 out of 400)</p> <ol style="list-style-type: none"> 1. Severity of Problem 2. Extent of Solution 3. 3rd Party Documentation <p>Benefit (100 out of 400)</p> <ol style="list-style-type: none"> 1. Low-Mod Percentage (Jurisdiction-Wide or Target Area*) 2. Poverty Percentage (Jurisdiction-Wide only) <i>(Applicant pool sets range of points for Low-Mod & Poverty)</i> 	<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. Experienced In-House Staff & Ready to Start <ol style="list-style-type: none"> a. RFQ for Engineer (25 pts) b. RFP for Labor Consultant (25 pts) c. Procurement Outreach Distribution List (25 pt) d. Previous CDBG-funded PI project w/in 36 mo. of NOFA release date (25 pts) 2. Project Approval Status <ol style="list-style-type: none"> a. Preliminary Design & Engineer Plans (50 pts) b. Engineer's Cost Estimate & Timeline (50 pts) 3. Funding in Place 4. Site Control of Land for Project 	<p>Up to 100</p> <p>Up to 100</p> <p>75</p> <p>25</p>
<p>JURISDICTIONAL CAPACITY/ PAST PERFORMANCE (200 Points)</p>	<ol style="list-style-type: none"> 1. Timely Clearance of Special Conditions (-15 pts for each grant not fully cleared in 90 days) 2. In-House organizational capacity for General Administration & oversight of CDBG 3. Reporting Points (-10 pts for each missing report as of date of release of NOFA): <ol style="list-style-type: none"> a. Annual FAR; b. Annual GPR; c. Semi-annual & Annual Program Income; d. Semi-annual & Annual ED Progress Report; e. Semi-Annual Wage Report; f. Section 3 Annual Report; and, g. Closeout Documentation. 4. Cooperation/Compliance in clearing Audit or Monitoring Findings 	<p>60</p> <p>40</p> <p>70</p> <p>30</p>
<p>STATE OBJECTIVES</p>	<p>Not applicable this funding round.</p>	
<p>TOTAL POINTS</p>		<p>900</p>

ACTIVITY CRITERIA	PUBLIC SERVICES	POINTS
<p>NEED/BENEFIT (400 Points)</p> <p><i>*JW or TA depending on type of Public Services offered. See Application.</i></p>	<p>Need (300 out of 400)</p> <ol style="list-style-type: none"> 1. Severity of Problem 2. Extent of Solution 3. 3rd Party Documentation <p>Benefit (100 out of 400)</p> <ol style="list-style-type: none"> 1. Low-Mod Percentage (Jurisdiction-Wide or Target 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 <u>Or:</u> Existing CDBG Program with Jurisdiction having experienced In-House staff = 175 pts. b. New Program w/ executed Subrecipient Agmt; <u>Or:</u> New Program with experienced In-House staff at jurisdiction <u>Or:</u> On-going Program w/ <u>no</u> executed Subrecipient Agreement = 125 pts. c. New Program w/ <u>no</u> Subrecipient Agreement or inexperienced In-House staff = 75 pts. 2. Site Control of Facility for Service <u>Or:</u> 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>JURISDICTIONAL CAPACITY/ PAST PERFORMANCE (200 Points)</p>	<ol style="list-style-type: none"> 1. Timely Clearance of Special Conditions (-15 pts for each grant not fully cleared in 90 days) 2. In-House organizational capacity for General Administration & oversight of CDBG 3. Reporting Points (-10 pts for each missing report as of date of release of NOFA): <ol style="list-style-type: none"> a. Annual FAR; b. Annual GPR; c. Semi-annual & Annual Program Income; d. Semi-annual & Annual ED Progress Report; e. Semi-Annual Wage Report; f. Section 3 Annual Report; and, g. Closeout Documentation. 4. Cooperation/Compliance in clearing Audit or Monitoring Findings 	<p>60</p> <p>40</p> <p>70</p> <p>30</p>
<p>STATE OBJECTIVES</p>	<p>Not applicable this funding round.</p>	
<p>TOTAL POINTS</p>		<p>900</p>

DOCUMENTATION AND SCORING

A. Documentation and Scoring of Need for Activity

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.

B. Documentation and Scoring for 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, Applicants must still complete the table giving Census Tract and Block Group data, as this is a HUD reporting requirement for the CDBG program.

C. 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.

D. 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 forms in the Application Summary section of the application. 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 and duty statements 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 and duty statements 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.)

E. 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.

F. Additional Information

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