

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FEDERAL FINANCIAL ASSISTANCE**

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Appendix F: CDBG Scoring Matrix

This scoring matrix will be used to score all applications under the current 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 230 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
<p>High Poverty Service Area – Points are awarded to sub applications for which the service area for the proposed activity occurs in cities, counties or census tracts experiencing a poverty rate of 30 percent or more.</p> <p>Data is compiled from the most recent ACS 5-Year Estimate and available on: Poverty Status by Census Area.</p> <p>For activities that occur in multiple census tracts, 50 percent or more of the total number of census tracts for the activity must be above the threshold. i.e.: if an activity occurs in four census tracts, two out of the four census tracts must have a poverty rate of 30 percent or higher.</p> <p>Where it appears that the service area does not make sense, the CDBG Program Manager may, at their sole and absolute discretion, review and revise the service area.</p> <p>Applicants will need to define the service area for the activity within the application.</p> <p>For applications for which the National Objective is Low-Mod Area (LMA), the LMA area used to meet the LMA National Objective must be within the service area.</p> <p>Additionally, as a reminder Code Enforcement programs may only be used for targeted efforts in deteriorating or deteriorated areas where the enforcement, combined with other actions, is designed to arrest the decline of the area. Therefore, for Code Enforcement programs, the service area will <i>typically</i> not be the entire jurisdiction.</p>	25
<p>Community Need Data – Based on the low- and moderate-income summary data (LMISD) from HUD Exchange</p>	50
<p>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.</p> <ul style="list-style-type: none"> • Fully executed contracts and agreements (up to 10 points) <ul style="list-style-type: none"> ○ At least 4 months left on the contract/agreement at the time of application closing date (10 points) ○ Less than 4 months left on the contract/agreement at the time of application closing date (5 points) • In-House expertise with at least 3 years of experience running a CDBG program for the proposed activity (10 points) • Draft contracts/agreements with draft RFP/RFQ (0 points) 	10

Criteria	Max Points
<p>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):</p> <ul style="list-style-type: none"> • 1.01:1 or more: 25 points • 0.76:1 to 1:1: 20 points • 0.51:1 to 0.75:1: 15 points • 0.26:1 to 0.50:1: 10 points • 0.01:1 to 0.25:1: 5 points • No leveraging funds: 0 points <p>This must be documented on the Sources and Uses Excel, the Activity Description, and the Threshold section of the application.</p>	25
<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: 50 points • 5 to 8: 10 points • 9 or more: 0 points <p>Any exceptions made to a correction will still count as an application correction under this criterion. Number of corrections will be averaged for Housing and Economic Development Programs applications with multiple Sub Applications.</p>	50

Criteria	Max Points
<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, boothng): award 2 points per additional method of engagement 	15
<p>Labor Standards Reporting – If applicant is current on labor standards reporting to HCD, award 5 points (if applicant has no active HCD awards, award 5 points)</p>	5
<p>Timely Reporting – Award points based on the number of reports during the past year for which an Activity Report, Financial Report, and/or Closeout Package was submitted late. At a minimum, Activity and Financial Reports must be submitted every three months (up to 20 points):</p> <ul style="list-style-type: none"> • 0 late reports: 20 points • 1 late report: 15 points • 2 late reports: 10 points • 3 late reports: 5 points • 4 late reports: 0 points <p>Applicants with no active awards during the past year, award 20 points.</p> <p>Reports must be submitted in the grants management system and pass at least 2 steps of approval by the Submission Portal Opening Date.</p>	20

Criteria	Max Points
<p>Program Income Receipting – Award points based on applicant’s progress in complying with HCD’s CDBG Program Income requirements (cumulative):</p> <ul style="list-style-type: none"> • If the applicant has submitted a Program Income Receipting and Reporting application, award 5 points • If the applicant has accepted a Program Income Receipting and Reporting award in eCivis, award 5 points • If the applicant’s first Program Income Receipting and Reporting report has been approved by HCD, award 5 points • If the applicant’s report(s) for FY 2023-2024 and/or FY 2024-2025 have been approved by HCD, award 5 points • If the applicant has encumbered its Program Income into an award OR applicant does not have any Program income to encumber, award 5 points <p>Reports must be submitted in the grants management system and pass at least 2 steps of approval by the Submission Portal Opening Date.</p>	25
<p>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.</p>	5
<p>Tie Breaker – In the event of a tied score, the application submitted first will be awarded.</p>	-
<p>Total</p>	230