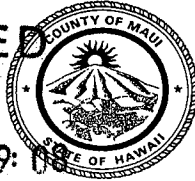


MICHAEL P. VICTORINO
MAYOR

JOSEPH PONTANILLA
PROGRAM MANAGER

RECEIVED



2019 MAR 19 AM 9:08

RECEIVED

2019 MAR 18 PM 2:31

200 South High Street
Wailuku, Maui, Hawaii USA 96793-2155
Telephone (808) 270-7213
Fax (808) 270-7159
E-mail: cdbg@mauicounty.gov

OFFICE OF THE MAYOR
COUNTY OF MAUI
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

March 18, 2019

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

Council Member Keani N.W. Rawlins-Fernandez
Chair, Economic Development
and Budget Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Michael P. Victorino

Mayor
3/18/19
Date

Dear Council Member Rawlins-Fernandez:

**SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
(PROGRAM YEAR 2019/FISCAL YEAR 2020: JULY 1, 2019 TO JUNE 30,
2020) (EDB-2(1))**

As requested by Council Chair King at the Economic Development and Budget Committee meeting on March 14, 2019, I am transmitting the CDBG Program Year 2019 Application Rating Sheet.

If you have any questions, please do not hesitate to contact me at Ext. 7213.

Sincerely,

Joseph Pontanilla

JOSEPH PONTANILLA
CDBG Program Manager

Enclosure

xc: Michele Yoshimura, Budget Director (w/ attachments)

2019 CDBG APPLICATION - PRIORITY FACTORS SUMMARY RATING SHEET

Project Name: _____ **Amount Requested:** _____

	Points Allowed	Points Earned	Section Score		TOTAL:
1. Consolidated Plan Priority (25%)	100			X 25% =	
Community Development Goals	65				
Priority Community Development Needs	35				
2. Project Readiness (25%)	100			X 25% =	
Timely Completion/ Expenditure of CDBG Funds	45				
Environmental Considerations	35				
Additional Actions	20				
3. Project Impact and Delivery (20%)	100			X 20% =	
Achievement of Expected Results	30				
Target Clientele	25				
Number of Beneficiaries	25				
Business Plan Approach	20				
4. Financial Considerations (15%)	100			X 15% =	
Sufficiency and Leveraging of Resources	35				
Fiscal Support and Viability	35				
Project Budget Detail/Use of Funds	30				
5. Applicant Attributes (15%)	100			X 15% =	
Project Management Ability and Capacity	40				
Past Performance/Experience	30				
Application Quality	30				
			TOTAL SCORE		

Rater: _____ **Date:** _____

2019 APPLICATION RATING SHEET

Project Name: _____

Rater's Initials _____

Points <u>Allowed</u>	Points <u>Earned</u>
--------------------------	-------------------------

1. Consolidated Plan (ConPlan) Priority (25%)

The project proposal shall be examined in relation to the County's housing and community development goals and funding priorities as presented in the 2015 - 2019 Consolidated Plan (ConPlan) Priorities and Goals. The ConPlan is a five-year plan, developed with community input, studies and assessments, that serves as a key strategic planning tool; providing guidance and direction for the County in administering its federal program funds to address its housing and community development goals and priority needs over the ConPlan's five-year period. The 2015 - 2019 ConPlan is effective for the period of July 1, 2015 through June 30, 2020.

HUD measures the County's performance on its accomplishment of its ConPlan goals. As such, project proposals that are consistent with the County's ConPlan Priority and Goals shall be rated accordingly.

<u>ConPlan Community Development Goals</u>	65	_____
--	----	-------

- 65 pts Maximum Impact. Project is consistent with the 2015 - 2019 ConPlan Priorities and Goals. It supports a strategic goal, addresses the problem/need, and is an activity identified in the ConPlan. Information and supporting documentation provided in the application is comprehensive, and provides reasonable and clear indication that the project is expected to completely satisfy an unmet HUD strategic goal and activity, and will fully generate the expected outcome(s) as identified in the ConPlan.

- 50 pts Substantial Impact. Project is consistent with the 2015 - 2019 ConPlan Priorities and Goals. It supports a strategic goal, addresses the problem/need, and is an activity identified in the ConPlan. The information and supporting documentation presented is not as clear and comprehensive, but it appears very probable that the project is expected to completely satisfy an unmet strategic goal and activity, and will generate the expected outcome(s) as identified in the ConPlan.

- 30 pts Moderate Impact. Project is consistent with the 2015 - 2019 ConPlan Priorities and Goals. It supports a strategic goal, addresses the problem/need, and is an activity identified in the ConPlan. The information and supporting documentation presented is minimally sufficient; however, it also appears that it will only somewhat address and it is unclear as to the degree of which the project will satisfy an unmet HUD strategic goal and activity, and generate the expected outcome(s) as identified in the ConPlan.

- 10 pts Minimal Impact. Project is consistent with the 2015 - 2019 ConPlan Priorities and Goals. It supports a strategic goal, addresses the problem/need, and is an activity identified in the ConPlan. The information and supporting documentation presented is incomplete, inaccurate or contradictory to the need it proposes to address OR the ConPlan goal and expected outcome has already been fulfilled and/or the problem/need has already been addressed.

2019 APPLICATION RATING SHEET

Project Name: _____

Rater's Initials _____

		<u>Points Allowed</u>	<u>Points Earned</u>
<u>Priority Need Level</u>		35	_____
35 pts	<u>Maximum Impact.</u> The need has been identified as a Medium to High priority housing or community development need pursuant to the 2015 - 2019 ConPlan Priorities and Goals. The project goals and objectives are consistent with addressing this Medium to High priority need		
20 pts	<u>Substantial Impact.</u> The need has been identified as a Medium to High priority community development need pursuant to the 2015 - 2019 ConPlan Priorities and Goals. The project goals and objectives are somewhat consistent with addressing this Medium to High priority need.		
10 pts	<u>Moderate Impact.</u> The need has been identified as Medium to High priority community development need pursuant to the 2015 - 2019 ConPlan Priorities and Goals. The project goals and objectives are minimally consistent with addressing this Medium to High priority need.		

2. Project Readiness (25%)

Project readiness assesses the project's ability to start upon receiving funding and be completed in a timely manner. Consideration shall be given to proposals which demonstrate project readiness - projects which exhibit the greatest likelihood to start immediately upon receiving CDBG funding approval (expected on or about October 2019 or as early as May 2019 if Pre-Award is authorized) and the practicability to expend CDBG funds within or less than a one-year period; and be without factors which would cause undue delays. It is to the applicant's benefit that its project budget clearly demonstrates that CDBG funds will be encumbered (committed) and expended within the desired one-year time frame or less. Factors to be considered in this area include (a) the Project Schedule (start and completion timetable), (b) the availability of resources (including all non-CDBG, federal, state, county or private funding sources), (c) environmental review requirements, and (d) any additional actions that may affect the timely implementation of the project.

Completion Timetable. In order to satisfy HUD timeliness standards, CDBG projects are intended to be **completed within one year** of funding. Evaluate the Project Schedule to determine if the project schedule is reasonable (that the project can start by the planned schedule date and can be completed within the scheduled period of time), that the project is ready to commence upon approval/receipt of the funding (estimated date of October 1, 2019) and that the CDBG funds to be utilized are drawn-down and expended in a timely and regular manner within a one-year time frame or less.

Project Completion Timetable;
Effective Expenditure of CDBG funds 45 _____

40-45 pts Maximum Pace - The project schedule is comprehensive and includes evidence/clear documentation that the project is ready to start upon approval/receipt of funding and/or is very likely to be completed in less than one year of project funding. Project milestones (activities) and other critical elements necessary to accomplish the project are identified in the schedule and assigned time periods for each activity appear reasonable and achievable. It is certain or highly probable that CDBG funds will be fully expended within the first 11 months (from October 2019 to August 2020) of the project's funding or less.

30-35 pts Substantial Pace - The project schedule is comprehensive. Documentation indicates that the project will be ready to start within one month of approval/receipt of funding (by November 2019) and/or may take 12 months or slightly longer to be completed. Project milestones (activities) and

2019 APPLICATION RATING SHEET

Project Name: _____

Rater's Initials _____

<u>Points Allowed</u>	<u>Points Earned</u>
---------------------------	--------------------------

other critical elements necessary to accomplish the project are identified in the schedule and assigned time periods for each activity appear reasonable and achievable. It is somewhat likely CDBG funds will be fully expended by the first 12 months of the project's funding (by September 2019) and very probable that it will be expended within the first 15 months (by December 2019).

15-20 pts Moderate Pace - The project schedule is comprehensive. Documentation indicates that the project is more likely to start later than one month from approval/receipt of funding and/or not be completed within the first 15 months of funding. Project milestones (activities) and other critical elements necessary to accomplish the project are identified in the schedule and assigned time periods for each activity appear reasonable. It is not likely CDBG funds will be fully expended by the first 15 months of the project's funding and probable that it may take up to 18 months to be fully expended (by March 2020).

5-10 pts Minimal Pace - The project start date is somewhat uncertain or has not been established and the project schedule is inadequately prepared with key information missing from the schedule and/or time periods are not reasonable. It is likely that the full expenditure of CDBG funds will extend beyond the first 18 months of the project's funding.

0 pts The project schedule is poorly prepared and/or time periods are unrealistic and/or not achievable. It is highly likely that the expenditure of CDBG funds will extend beyond the first 24 months of the project.

Environmental Review Requirements 35 _____

Federal environmental review requirements pursuant to Title 24 CFR 58 must be fully and completely satisfied for all projects selected for funding prior to any commitment of funds. Consequently, to the extent possible, it is important to assess any environmental matters at the selection stage to determine its significance on the proposal. The extent to which the applicant has considered and acted upon, and/or is able, committed and willing to act upon potential environmental concerns are important and critical to the success of the project. Some examples are: relocation of activities from a flood plain, the effect of increased traffic in a neighborhood resulting from a funded activity, historic sites, hazardous material, etc. Environmental matters (identified in Section VII. D. of the application) and how they will be addressed, if necessary and appropriate, should be thoroughly discussed by the applicant.

35 pts Federal environmental review requirements (24 CFR 58) have been completed and adequately addressed, and no further action is needed at the time of application filing; OR the project is classified as an "exempt" activity under 24 CFR 58 (i.e., the project will not have a physical impact on or result in any physical changes to the environment).

30-32 pts Matters were identified (marked as "Yes" in Section VII. D.) as requiring actions to address federal review requirements. The applicant has been proactive; and has developed a plan and is in the process of aggressively addressing these issues to minimize the impact on its project start date. The Applicant provides information that indicates a high probability that all environmental review requirements shall be resolved by September 2019 (prior to the approval and receipt date of funding).

24-27 pts A few matters (three or less) were identified as requiring actions and/or potentially requiring actions to address federal review requirements (marked as "Yes" in Section VII. D.). Due to Applicant's ability, addressing these potential actions can be performed in a somewhat timely

2019 APPLICATION RATING SHEET

Project Name: _____

Rater's Initials _____

<u>Points</u>	<u>Points</u>
<u>Allowed</u>	<u>Earned</u>

manner and without difficulty. The applicant provides a plan to address these matters and/or expresses knowledge, commitment, ability and willingness to address these issues. There is some potential that the environmental review requirements may be resolved by September 2019 (prior to the approval and receipt date of funding) and no later than 90 days after (by December 2019).

17-20 pts Several matters (four or less) were identified as requiring actions and/or potentially requiring actions to address federal review requirements (marked as "Yes" in Section VII. D.). Applicant appears to have some ability to addressing these potential actions, and will likely require at least 120 days beyond September 2019 to complete the environmental review requirements (by January 2020). The applicant expresses knowledge, commitment, ability and willingness to address these issues.

11-15 pts Several matters (four or less) were identified as requiring actions and/or potentially requiring actions to address federal review requirements (marked as "Yes" in Section VII. D.). Applicant appears to have minimal ability to addressing these potential actions and will require additional technical assistance to ensure the environmental requirements are met. It is probable that the environmental requirements may require at least 180 days beyond September 2019 (up to March 2020) to be completed. The applicant expresses commitment, ability and willingness to address these issues.

5-9 pts Many (five or more) were identified as requiring actions and/or potentially requiring actions to address federal review requirements (marked as "Yes" in Section VII. D.). The issues may be significant and difficult, requiring significant technical assistance and addressing these potential actions may require more than 180 days beyond September 2019 to complete, which shall adversely affect the timely completion of the project. The applicant expresses commitment, ability and willingness to address these issues.

0 pts Matter(s) were identified as requiring actions and/or potentially requiring actions to address federal review requirements (marked as "Yes" in Section VII. D.). The applicant does not appear knowledgeable, committed, able or willing to address these issues.

Additional Actions Needed

20 _____

Additional actions may have a significant impact on the start up, progress and completion of the project. Matters that may have a critical impact on the progress of a project include, but are not limited to, site control, land use designation, plans and project design, and community support. These matters shall be considered together, as a whole, to evaluate the impact on the project and its ability to start upon approval and receipt of funding (October 1, 2019).

20 pts No additional action(s) is needed. The applicant has full and complete site control. There are no issues anticipated with land use designation, zoning, plans, project design, community support or any other issues. Therefore, the project will be able to commence as planned.

15 pts The applicant has realistically identified action(s) and/or problem(s) relating to site selection, land use designation, zoning, plans, project designs or other issues may exist, but they appear relatively minor and the applicant exhibits the understanding and capacity to address these concerns. It appears highly probable that the concerns will be resolved before the approval and

2019 APPLICATION RATING SHEET

Project Name: _____

Rater's Initials _____

Points <u>Allowed</u>	Points <u>Earned</u>
--------------------------	-------------------------

receipt of funds (by September 2019) and no adverse effect on the project commencement is anticipated.

- 10 pts The applicant has realistically identified action(s) and/or problem(s) relating to site selection, land use designation, zoning, plans, project designs or other issues may exist. The actions are somewhat complicated to resolve. The applicant has developed and implemented a comprehensive plan, and is already in the process of addressing these concerns. The concerns appear to be fully resolvable, but also likely to adversely impact the project's implementation with delays up to three months after funding (by December 2019) to resolve.
- 5 pts The applicant has realistically identified some action(s) and/or problem(s) relating to site control, land use designation, zoning, plans, project designs or other issues may exist. The actions are complicated to resolve. The applicant has developed a plan to address these concerns. The problems appear to be fully resolvable, but also likely to adversely impact the project's implementation with delays extending beyond three months (beyond December 2019) after funding to resolve.
- 0 pts Extensive additional action and/or problems have been identified or pose a potential significant concern in regards to site control, land use designation, zoning, plans, project designs or other issues. The applicant appears unsure as to how to address the issues and/or the problems do not appear to be fully resolvable without negatively impacting the project's implementation with delays extending beyond six months after funding (March 2020) to resolve.

3. Project Impact and Delivery (20%)

The impact of the project, as presented and described in the application, will be evaluated based on the information presented by the applicant in the narratives explaining the Community Development Need and Project Description. The applicant should clearly explain the merits of the project focusing on the results and benefits to be achieved with the implementation of the project, the clientele that will directly benefit from the project and its long-term strategy and plan to ensure that the project continues to provide and maintain or increase these results.

Achievement of Expected Results 30 _____

- 25-30 pts Maximum Impact. The applicant clearly and completely describes the significance of the need, and provides supporting documentation and statistics fully substantiating this need. The activity proposed for funding addresses the described need and successfully resolves the problem completely. The achievement of the results is realistic and reasonable.
- 15-20 pts Moderate Impact. The applicant explains the significance of the need, and provides some supporting documentation and/or statistics that somewhat relate to the need. The proposed project would have a major impact on addressing the described need, but would not completely resolve the problem. The achievement of the results is somewhat realistic and reasonable.
- 5-10 pts Minimal Impact. The applicant describes the need, but not clearly or completely and provides minimal or no supporting documentation and/or statistics that relate to the need. The proposed project would have some impact on addressing the described need, but significant areas are not addressed. The achievement of the results is not realistic and reasonable.

2019 APPLICATION RATING SHEET

Project Name: _____

Rater's Initials _____

<u>Points</u>	<u>Points</u>
<u>Allowed</u>	<u>Earned</u>

0 pts No Impact. The need, as described, appears questionable as to its significance and seriousness to the community. The proposed project does not clearly address how the described need would be addressed or the project would be ineffective in resolving the described need.

<u>Target Clientele</u>	25	_____
-------------------------	----	-------

This section will address the impact of the low- and moderate-income persons served. It will measure the effectiveness of the project in regards to the number of the low- and moderate-income persons served.

25 pts Maximum Impact - Direct benefit of 100% of project restricted to serving low- and moderate-income persons (includes area-wide benefit).

20 pts Substantial Impact - Direct benefit of less than 100%, but at least 85% of project restricted to low- and moderate-income persons.

15 pts Moderate Impact - Direct benefit of less than 85% but at least 70% of project restricted to low- and moderate-income persons.

10 pts Minimal Impact - Direct benefit of less than 70% but at least 51% of project restricted to low- and moderate-income persons.

<u>Number of Persons/Households to Benefit:</u>	25	_____
---	----	-------

The per capita cost effectiveness of a proposed project is an important measurement in assessing overall cost-effectiveness. Consider the total cost of the proposed project (not just the CDBG funding request) and the total number of persons served (not just the income eligible beneficiaries) to measure per capita cost effectiveness in its achievement and delivery of project results.

25 pts Maximum Impact: Per capita cost of \$1 - \$5,000 per person/household

15 pts Substantial Impact: Per capita cost of \$5,001 - \$20,000 per person/household

10 pts Moderate Impact: Per capita cost of \$20,001 - \$50,000 per person/household

5 pts Minimal Impact: Per capita cost of greater than \$50,001 per person/household

NOTE: The CDBG Program Office acknowledges that economic development proposals may have a lesser percentage of low and moderate income benefit due to program requirements (public benefit standards). In these cases, less benefit will not necessarily preclude a project from receiving the maximum score.

<u>Business/Operations Plan</u>	20	_____
---------------------------------	----	-------

16-20 pts The proposal fully and thoroughly identifies the major critical issues and factors to implement and maintain the project objectives over the long term. The proposal addresses how these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project. The approach is sound and reflects a clear understanding of the issues involved and how they will be resolved.

11-14 pts The proposal appears to identify most of the major critical issues and factors to implement and maintain the project objectives over the long term. The proposal somewhat addresses how some of these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project.

2019 APPLICATION RATING SHEET

Project Name: _____

Rater's Initials _____

<u>Points</u>	<u>Points</u>
<u>Allowed</u>	<u>Earned</u>

- 4-8 pts The proposal appears to identify some of the major critical issues and factors to implement the project and maintain the project objectives over the long term, but does not address how these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project.
- 0 pts The proposal does not address major issues to implement the project and maintain the project objectives over the long term, nor how these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project.

4. Financial Considerations (15%)

Financial considerations are also key in assessing a project's ability to be completed successfully and timely. Factors to be considered in this area include (a) the availability and sufficiency of resources (including all non-CDBG, federal, state, county or private funding sources), (b) the leveraging of resources, (c) fiscal support for the project for its continued viability and (d) the project budget's accuracy, reasonableness and completeness in determining the financial needs of the project.

Sufficiency and Leveraging of Resources. The sufficiency of resources and leveraging element is intended to ensure that the funding requirements of the proposed project have been thoughtfully considered to ensure the project's successful implementation. This assessment considers the adequacy and availability of the funding needs of the total project to determine its ability to start as planned and ensure that its funding requirements can be met. The evaluation also considers and encourages the use of resources and funds over and above the CDBG funds applied for in the undertaking of the project.

Sufficiency and Leveraging of Resources 35 _____

- 35 pts Funding needs are clearly identified to address the total project requirements. Other sources of funds have been **secured and firm** written commitments have been obtained for the project, such that upon approval of the CDBG funds, the project may commence immediately. Other sources of funds comprise of **20% or more** of the total project cost requirements.
- 25 pts Funding needs are clearly identified to address the total project requirements. Other sources of funds have been **secured and firm** written commitments have been obtained for the project, such that upon approval of the CDBG funds, the project may commence immediately. Other sources of funds comprise **less than 20% but at least 10%** of the total project cost requirements.
- 15 pts Funding needs are clearly identified to address the total project requirements. The project is reliant solely on CDBG funds to finance the entire project with no plans of leveraging.
- 10 pts Funding needs are clearly identified to address the total project requirements, but **not completely secured and confirmed**. Plans to secure other sources of funds are underway and information is presented to conclude that it is very probable that these other sources of funding will be obtained timely such that upon approval of the CDBG funds, the project may commence immediately or within 3 months after funding has been approved.
- 5 pts Funding needs are identified to address the total project requirements. Plans to secure other sources of funds have been developed and/or underway, but it is questionable whether these

2019 APPLICATION RATING SHEET

Project Name: _____

Rater's Initials _____

Points <u>Allowed</u>	Points <u>Earned</u>
--------------------------	-------------------------

funds will be secured and/or if they will be available upon approval of the CDBG funds in a timely manner (later than 3 months after funding has been approved).

0 pts Funding needs are identified, but incompletely addresses the total project requirements. CDBG funds would have little impact to complete the project and no other resources have been identified or secured.

Fiscal Viability 35 _____

35 pts Applicant's audited financials indicate that the applicant appears to have more than sufficient long-term financial resources necessary to ensure the operating viability of the facility/project is sustained relative to the duration of the use restriction required**. Audit report of independent CPA does not reveal any on-going and/or going concerns, risks and/or material weaknesses of entity.

20-30 pts Applicant's audited financials indicate that the applicant appears to have a sufficient amount of the long-term financial resources necessary to ensure the operating viability of the facility/project is sustained relative to the duration of the use restriction required**. Audit report of independent CPA does not reveal any on-going and/or going concerns, risks and/or material weaknesses of entity.

10-15 pts Applicant's audited financials indicate that the applicant does not appear to have the long-term financial resources necessary to ensure the operating viability of the facility/project, but have formalized strategies and firm plans to secure financial resources to ensure the operating viability of the facility/project is sustained relative to the duration of the use restriction required**. Audit report of independent CPA does not reveal any on-going and/or going concerns, risks and/or material weaknesses of entity.

5 pts Applicant has been in operation less than 2 years and/or is not able to provide audited financial statements. Therefore, an assessment of the financial viability and sustainability of the entity is difficult to perform, if not questionable.

0 pts Applicant has none of the long-term financial resources necessary to ensure the operating viability of the facility/project is sustained relative to the duration of the use restriction required** and/or audit report of independent CPA reveal on-going and/or concerns, risks and/or material weaknesses of entity.

** The County of Maui restricted use period of the project is correlated to the use of the funds in accordance with the Title 24, Code of Federal Regulations as follows:

	Use of CDBG funds for:	Years
570.201(a)	Acquisition of real property	7
570.201(b)	Disposition	5
570.201(c)	Public facilities & improvements	7
570.201(d)	Clearance activities	5
570.201(e)	Public services – new public service or a quantifiable increase thereof	5

2019 APPLICATION RATING SHEET

Project Name: _____

Rater's Initials _____

	<u>Points Allowed</u>	<u>Points Earned</u>
570.201(f) Interim assistance	5	
570.201(g) Payment of non-federal share	5	
570.201(h) Urban Renewal Completion	5	
570.201(i) Relocation	5	
570.201(j) Loss of rental income	5	
570.201(k) Housing services	5	
570.201(l) Privately owned utilities	7	
570.201(m) <i>Not applicable – repealed</i>	-	
570.201(n) Homeownership assistance	5	
570.201(o) Micro-enterprise assistance	5	
570.201(p) Technical assistance	5	
570.201(q) Assistance to institutions of higher education	5	
570.202(a) Eligible rehabilitation and preservation activities	7	
570.202(c) Code Enforcement	5	
570.202(d) Historic Preservation	7	
570.202(e) Renovation of closed buildings	7	
570.202(f) Lead-based paint hazard evaluation and reduction	5	
570.203 Special economic development	5	
570.204 Special activities by Community-Based Development Organizations (CBDO)	7	
570.205 Planning and policy capacity building activities	5	

Project Budget Detail/Use of CDBG Funds. The project budget element evaluates the reasonableness of the project's cost estimates, assumptions used in determining the cost estimates, attention to detail, the mathematical accuracy of the project budget tables and schedules and the overall cost effective use of CDBG funds.

Project Budget 30 _____

- 25-30 pts Project budget appears accurate, comprehensive and detailed. Project costs are completely and clearly documented, project activities are itemized in detail and appear reasonable and justified (assumptions are logical and clearly substantiate cost estimates). The project budget schedule is presented logically and is mathematically accurate. The CDBG funds will be used in the most cost-effective manner.
- 10-15 pts Project activity costs are itemized and appear to be reasonable, but the costs and assumptions are not clear or well documented. The project budget schedule is substantively mathematically accurate (i.e. minor footing errors noted), and/or does not appear complete.
- 0 pts Project costs appear to be questionable and/or unreasonable; assumptions are unclear and/or poorly documented. The project budget schedule is substantively mathematically incorrect and/or the CDBG funds do not appear to be used in a cost-effective manner.

5. Applicant Attributes (15%)

2019 APPLICATION RATING SHEET

Project Name: _____

Rater's Initials _____

<u>Points</u>	<u>Points</u>
<u>Allowed</u>	<u>Earned</u>

The applicant evaluation element is intended to ascertain that the applicant has the necessary qualifications, ability and resources to effectively and successfully carry out the project. Additionally, as a subrecipient, the applicant must have the managerial and technical capacity to be able to administer the project in compliance with the CDBG Program rules and regulations. Applicants who have received CDBG funds in the past will be evaluated on the basis of their past performance. If the applicant has not received a Block Grant in the past, it will be rated on related information included in its application.

<u>Project/ Program Management Capacity</u>	40	_____
---	----	-------

30-40 pts The Applicant clearly documents or shows evidence of the necessary competencies, skill set, management capacity, professional experience and qualifications to successfully manage and complete the project. The Applicant also clearly understands its responsibility for income compliance in regards to primarily benefitting low- and moderate-income beneficiaries; the Applicant has clearly described the process and controls the project will utilize for income verification; and the Applicant has the ability and capacity to implement this process successfully. Applicant has been in operation for 10 or more years, and its executive management and personnel directly responsible for the implementation of the project has served in his/her capacity of responsibility or has comparable proven professional experience of at least 7 years. The Applicant has a comprehensive financial sustainability plan and is implementing the plan which includes substantial efforts to raise funds from private sources to offset and reduce the dependency on government grants with goals of being financially self sustaining in the future. The applicant appears to have no conflict of interest or significant conflict of interest that have been completely addressed and resolved.

15-25 pts The Applicant appears to have most of the necessary competencies, skill set, management capacity, professional experience and qualifications to successfully manage and implement the project, but it is not well documented. The Applicant also appears to understand its responsibility for income compliance in regards to primarily benefitting low- and moderate-income beneficiaries; but the Applicant has not clearly or fully described the process and controls the project will utilize to ensure compliance; and/or there is some uncertainty whether the Applicant has the ability and capacity to implement such a process. The Applicant has been in operations 5 or more years, and its executive management and personnel directly responsible for the implementation of the project has served in his/her capacity of responsibility or has comparable proven professional experience of at least 3 years. The applicant has a proposed financial sustainability plan which includes substantial efforts to raise funds from private sources to offset and reduce the dependency on government grants and will be implemented within the next six (6) to twelve (12) months. The Applicant appears to have significant conflict of interest that have been addressed and is partially resolved.

5-10 pts The Applicant appears to have some of the necessary competencies, skill set, management capacity, professional experience and qualifications to successfully manage and complete the project (documentation is unclear). The Applicant also appears to not fully understand its responsibility for income compliance in regards to primarily benefitting low- and moderate-income beneficiaries; the Applicant did not describe the process and controls the project will utilize to ensure compliance; and the Applicant does not appear to have the ability and capacity to implement such a process. The applicant has a proposed financial sustainability plan which includes efforts to raise funds from private sources to offset and reduce the dependency on

2019 APPLICATION RATING SHEET

Project Name: _____

Rater's Initials _____

Points <u>Allowed</u>	Points <u>Earned</u>
--------------------------	-------------------------

government grants. The applicant appears to have significant conflict of interest that have been partially addressed but remains unresolved.

0 pts The Applicant appears to have very minimal or none of the necessary competencies, skill set, and capacity to successfully manage the project (documentation is unclear). The Applicant also appears to not fully understand its responsibility for income compliance in regards to primarily benefitting low- and moderate-income beneficiaries; the Applicant did not describe the process and controls the project will utilize to ensure compliance; and the Applicant does not appear to have the ability and capacity to implement such a process. The applicant does not have a financial sustainability plan or a proposed financial sustainability plan which includes efforts to raise funds from private sources to offset and reduce the dependency on government grants. The applicant appears to have significant conflicts of interest that have not been addressed and remains unresolved.

Past Performance/ Experience

30 _____

30 pts The Applicant has extensive past experience with CDBG and other federal funding programs. The Applicant has been directly involved in 5 or more federally funded projects within the past five years of which at least 3 projects involved CDBG funding that were completed successfully and timely. This Applicant has had no problems substantiating low- to moderate-income CDBG compliance for past projects. This Applicant has been timely in CDBG project implementation and timely, complete and accurate with CDBG reporting requirements. If the Applicant has been involved in more than 3 projects funded by CDBG, the latest projects are considered in the evaluation.

25 pts The Applicant has adequate past experience with CDBG and other federal funding programs. The Applicant has been directly involved in 3 or more federally funded projects within the past five years of which 1 project involved CDBG funding which was completed successfully and timely. This Applicant has had no problems substantiating low- to moderate-income CDBG compliance for past projects. This Applicant has been timely in CDBG project implementation and timely, complete and accurate with CDBG reporting requirements. If the Applicant has been involved in more than 1 project funded by CDBG, the most recent project is considered in the evaluation.

15 pts The Applicant has some past experience with federally funded projects. The Applicant has been directly involved in 3 or more federally funded projects within the past five years which were completed **OR** the Applicant experienced problems implementing past CDBG projects timely, but the project was completed successfully. This Applicant has had or may have problems substantiating low- to moderate-income compliance for past projects (if applicable). The Applicant may have difficulty complying with CDBG Program requirements and/or federal overlay statutes.

10 pts The Applicant has little past experience with CDBG and/or federally funded projects **OR** the Applicant had extensive problems in implementing past CDBG projects timely and/or substantiating low- to moderate-income compliance and/or meeting CDBG reporting requirements and/or other requests for information by the County.

0 pts This Applicant appears to have no related professional experience with CDBG and/or other federal funding programs.

2019 APPLICATION RATING SHEET

Project Name: _____

Rater's Initials _____

<u>Points</u>	<u>Points</u>
<u>Allowed</u>	<u>Earned</u>

Quality of Application

30 _____

- 25-30 pts The application is logical, clear, well written, accurate and attentive to detail, but also concise with appropriate statistical information and supporting documentation provided to thoroughly support any conclusions provided.
- 18-23 pts The application is adequately written, but statistics, observation and/or conclusions are not well documented.
- 11-16 pts The application is adequately written, but statistics, observations and/or conclusions are not well documented and inconsistencies and/or errors were noted.
- 5-9 pts The application is adequately written, but statistics, observations and/or conclusions are not well documented; inconsistencies and/or errors were noted; and some application instructions were not followed. The credibility of information and statistics provided appear questionable.
- 0 pts The application is poorly written, statistics, observations and conclusions are not documented, and apparent and substantive internal inconsistencies and material errors were noted. A majority of the application instructions were not followed. The credibility of information and statistics provided is questionable.