

Evaluation Factors Community Development Uses in its evaluation of capital proposals:

#### Summary of Evaluation Criteria – Public Infrastructure



- 1) Improvement to Provision of Service(s) -- Benefit / Performance Measures
- 2) Responses to Community and Client Needs
- 3) Healthier and/or safer communities
- 4) Ready to Proceed
  - A) Environmental
  - B) Scope
  - C) Funding
  - D) Milestones/Project Team
  - E) Agency Capacity
- 5) Assessment – Capital Improvement Plan (CIP)
- 6) Geographic and ESJI Equity
- 7) Agency Risk Assessment

#### Summary of Specific Questions:

- 1) Improvement to Provision of Service(s) -- Benefit / Performance Measures

The extent to which the project improves the Agency's ability to 1) increase amount or type of services they provide, and/or 2) increase the number of people they serve, and/or 3) increase the quality, safety and/or accessibility of infrastructure.

##### Very High Priority:

-  Clearly demonstrates increase in amount or type of services
-  increase in number of people served
- increase in quality AND/OR accessibility of services.

- 2) Responses to Community and Client Needs

The agency's responsiveness to community and client needs in delivering services (e.g. physical accessibility, hours of service, staff capacity, cultural competency etc.)


##### Very High Priority:

- Regularly consults with community AND clients re: needs
- Has several modes of consultation designed for audience/ issue
- Frequently takes action based on input

- 3) Healthier and/or safer communities

The extent to which the project makes the community a healthier and/or provides more amenities, including increased geographic accessibility for low- and moderate-income communities, and increased physical accessibility for person with disabilities.

##### Very High Priority:

-  Clearly demonstrates increase in Health and/or safety of community

- 4) Ready to Proceed

A) Environmental (including land use). The extent to which project environmental and land use issues have been identified and planned to address

##### Very High Priority:

Project budget and schedule:

- reflect applicable NEPA environmental review requirements

- required studies and reviews have previously been accomplished and the time to complete the NEPA review is minimal.
- Are adequately addressed in both schedule and budget

#### 4) Ready to Proceed

##### B) Scope. Details of project

##### **Very High Priority:**

Proposed project scope:

- Location is established; legal description (if applicable, is provided) tax number provided; assessed value information is complete (land/structure)
- Size and use of facility is described sufficiently so rater can determine appropriate use for services described
- Design is (at a minimum) drafted and agreed upon by key stakeholders and is set to move forward
- Permits that will be required for the project as well as any land use approvals (i.e. lot line adjustment, subdivision, rezone, conditional use, etc.) have been identified and factored into the budget and timeline
- Proposal specifies how the total cost of the project was determined.  
Use allowed outright -- no conditional use or other special approvals needed.

#### 4) Ready to Proceed

C) Funding: The extent to which all funding necessary to implement the project has been committed. \* *This criteria is not part of the consideration outside of the instance of a 'tie breaker' based on action taken by the Sub-region Work Group earlier this summer.*

##### **Very High Priority:**

75 - 100% of all match funds are committed and available.

#### 4) Ready to Proceed

##### D) Milestones/Project Team

##### **Very High Priority:**

- All project team members identified INCLUDING design, construction, project management
- Project team includes professionals in the trade

#### 4) Ready to Proceed

##### E) Agency Capacity

##### **Very High Priority:**

Agency has

- prior history with CDBG \$ or other grant funds
- has presented information that demonstrated its ability to be timely
- has demonstrated ability to adapt and work through issues presented in project management and/or construction that reflects the ability to address difficulty surrounding CDBG or other federal or grant funding

#### 5) Assessment – Capital Improvement Plan (CIP)

##### **Very High Priority:**

- Capital needs assessment was conducted
- Propose project addresses all needs identified OR is part of multi-phased approach

#### . 6) Geographic Equity

##### **Very High Priority:**

Agency has not received CDBG funds in the last 3 years

**Summary of Evaluation Criteria – Community Facility**

**Criteria are the same as presented in the Public Infrastructure with the exception of 4) & 5).**

- 1) Improvement to Provision of Service(s) -- Benefit / Performance Measures
- 2) Responses to Community and Client Needs in Delivering Services
- 3) Ready to Proceed
  - A) Environmental
  - B) Scope
  - C) Funding
  - D) Milestones/Project Team
  - E) Agency Capacity
- 4) Facility Assessment
- 5) Proforma/Facility Maintenance
- 6) Geographic Equity

- 4) Facility Assessment
  - Project demonstrates a comprehensive approach to rehabilitating the facility. (The project should show how it is part of a comprehensive approach to rehabilitating the facility that is based on a capital needs assessment of the facility’s needs.)

**Very High Priority:**

- Capital needs assessment of the facility was conducted
- Propose project addresses all needs identified OR is part of multi-phased approach

- 5) Proforma/Facility Maintenance
  - The extent that facility maintenance for the required term has been addressed (e.g. as reflected in budget, business plan or facility management plan and Agency Proforma

**Very High Priority:**

- Procedures or plan for facility maintenance are referenced
- there a person or position identified who’s responsibility includes facilities maintenance
- Identified changes in facility maintenance associated with proposed project AND identified associated costs
- Facility maintenance expenses included in pro forma
- funds budgeted for replacement reserve
- there an existing replacement reserve account

**Criteria is the same as presented in the Public Infrastructure but without CIP Reference**

**Summary of Evaluation Criteria – Minor Home Repair**

- 1) Consolidated Plan Objective
- 2) Improvement to Provision of Service(s) -- Benefit / Performance Measures
- 3) Responsiveness to community and client needs.
- 4) Healthier and Safer Communities
- 5) Ready to Proceed
  - A) Environmental
  - B) Scope
  - C) Funding
  - D) Milestones/Project Team
- 6) Geographic Equity

**Summary of Evaluation Criteria – Microenterprise**

- 1) Consolidated Plan Objective
- 2) Improvement to Provision of Service(s) -- Benefit / Performance Measures
- 3) Responsiveness to community and client needs.
- 4) Healthier and Safer Communities
- 5) Ready to Proceed
  - A) Environmental
  - B) Scope
  - C) Funding
  - D) Milestones/Project Team
  - E) Agency Capacity
- 6) Geographic Equity