

# 2015 CDBG RATING AND RANKING

Date of Review \_\_\_\_\_

Town of \_\_\_\_\_

Project \_\_\_\_\_

Reviewer \_\_\_\_\_

Project Need	_____	<input type="text" value="0"/>
Capacity	_____	<input type="text" value="0"/>
Construction /Environmental	_____	<input type="text" value="0"/>
Fair Housing	_____	<input type="text" value="0"/>
Total Score	_____	<input type="text" value="0"/>

Project Need	30
Capacity	25
Construction/Environment	25
Fair Housing	20

**Total Score all categories      100**

## Project Need /Impact - 30 Points

Number of housing units, jobs, or businesses to be assisted

For each of the evaluation areas below, an applicant will receive points only for the criterion that yields the highest number of tabled points.

### 1.2 - Bonus Points

If project is a housing or economic development project

4.5	
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If project is in the state-sponsored housing portfolio and the scope and timing of the proposed work is consistent with the Capital Plan

3	
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### 1.5c - Income Levels Served

a)	Area Benefit	51 - 80% LMI		3
b)	Direct Benefit (e.g. Housing authority)	30-80% LMI		5
c)	Direct Benefit (e.g. single family rehab)	51 - 80%		5
d)	Job Creation/ Retention FTE	51 - 80% LMI		5

### 1.7 - Relocation

Relocation is required and there is no Relocation Plan		-5
Relocation is required and there is a Relocation Plan		0.5
Temporary Relocation with a plan		1
There is no relocation required		2

### 2.1 - Source Documents

Waiting list updated within the last 6 months, on form provided, and box 1 checked		4
Waiting list updated within the last 6 months, on form provided, and box 2 checked		2
Waiting list updated within the last 6 months, on form provided, and box 3 checked		1
Waiting list not updated within the last 6 months and/or not on form provided		0
Pictures & reports of severe deterioration of infrastructure, public facility, etc.		3
Project consistent with Capital Needs Assessment		4
Project not consistent with Capital Needs Assessment with no compelling reason		-4

**2.2 - Past Funding**

The project/building/site has been previously funded with CDBG funds.

Useful life of previously funded improvements has expired	4
Useful life of previously funded improvements has not expired	-4

**5.1b - Impact**

Town meets the goals listed in its current local Plan of Conservation & Development

Yes, and there is a copy of the section of the approved Plan relevant to the project enclosed	2
No or copy of the section of the approved Plan relevant to the project is not enclosed	0

**5.1d - CRS**

Town has a Community Revitalization Strategy designation and this application is in support of the CRS

**5.2 - Letters of Support**      0.1 point/per letter up to 0.5 points total

**Public Investment Community (PIC)**

**The towns eligible for PIC scores:**

Ansonia, Ashford, Beacon Falls, Bloomfield, Brooklyn, Canterbury, Chaplin, Derby, East Hampton, East Haven, East Windsor, Enfield, Griswold, Groton, Hampton, Killingly, Montville, Naugatuck, Plainfield, Plainville, Plymouth, Putnam, Seymour, Sprague, Stafford, Sterling, Thomaston, Thompson, Torrington, Vernon, Voluntown, Wethersfield, Winchester, Windham, Windsor, Wolcott

**Total Score for Project Need**

## Capacity - 25 Points

### 3.1 - Staff Capacity

a) Experienced Town Staff with at least one person with responsibility for program administration having 3 or more years experience with CDBG program	3
b) Town staff with more than 12 months but less than 3 years experience with CDBG program	1
c) Consultant staff member directly responsible for advising applicant on program administration for the duration of the program with 5 or more years experience with CDBG program	2
d) Consultant with less than 5 years experience with CDBG program	0

### 3.2 - Number of Projects Completed On Time & Within Budget

a)	None	0
b)	1 - 5	1
c)	6 and more	3

### 3.3 - Completed Grants

In the 4 years prior to 2014 (2010, 2011, 2012, and 2013 awards), the number of grants completed within the original budget period.

a)	1 or none	-1
b)	2	1
c)	3 or more	3
d)	Never received an award	0

### 3.3 - Number of Small Cities projects currently open

a)	1 or none	3
b)	2	1
c)	3 or more	-1

### 3.4 - Subrecipient Agreement

A subrecipient agreement is required and was submitted with the application	1
No subrecipient agreement is required	1
A subrecipient agreement is required but was not submitted	0

**3.5/3.6 - Compliance**

Is either the applicant or subrecipient entity named in any annual audit finding related to housing, economic development, community development, fair housing, EEOC, or Armstrong Walker Act violations, or is any such audit finding pending or foreseeable?

a)	Yes		-3
b)	No		0

**3.6 - Litigation**

Is either the applicant or subrecipient entity named in any litigation related to housing, economic development, community development, fair housing, EEOC, or Armstrong Walker Act violations, or is any such litigation pending or foreseeable?

a)	Yes		-3
b)	No		0

**3.6 - Citizen Complaints**

Is either the applicant or subrecipient entity named in any citizen complaint related to housing, economic development, community development, fair housing, EEOC, or Armstrong Walker Act violations, or is any such citizen complaint pending or foreseeable?

a)	Yes		-3
b)	No		1

**3.7 - Returned Funds**

Has the applicant returned Small Cities funds to DOH in the last 3 years for any reason?

a)	Yes		-3
b)	No		2

**4.1 - Funds Leveraged**

a)	At least 5%						0.5
b)	At least 10%						1
c)	At least 20 %						2
d)	At least 30%						3
e)	At least 40%						4
f)	At least 50%						5

**4.1 - Level of Commitment for Leveraged Funds**

a)	Firm						2
b)	Conditional						1
c)	Pending/No Commitment						0

**4.2 - Program Income on hand as of March 31, 2015**

a)	\$0 - \$25,000						2
b)	\$25,001 - \$50,000						0
c)	\$50,001 and above						-5

**Total Score for Capacity**

**4.4 Site & Bldg Report**

Y(10)  N(0)

Completeness of Site & Bldg Report  G(5)  F(3)  P (0)  O(0)

Good Fair Poor Old

**SITE & BUILDING REPORT SEC. 2 PROPERTY INFORMATION**

Location Map  Y(5)  N(0)

Street Map  Y(5)  N(0)

Exist Zon'g Info (for additions only)  Y(5)  N(0)  NA(5)

**SITE & BUILDING REPORT SEC. 3 PROPERTY/SITE ASSESSMENT**

**I. Site Conditions**

FEMA FIRM Map  Y(15)  N(0)

**Is the project in a Flood Plain?**  Y 500  Y 100  Y FWay  N

**Flood Plain Approval/Certification Needed**

Yes(-25)  Yes(-15)  Yes (-10)  No (0)

Not started process Started major issue Started minor issue

**II. Unusual Site Conditions**

Y(0)  N(5)

Utilities Expansion  Y(-5)  N(0)

**III. Environmental Site Conditions**

0 (10)  1-2 (5)  3≥(0)

Phase I submitted  Y(10)  N(0)

Ph II submitted Per Ph I  Y(5)  N(0)  NA(5)

**IV. Environmental Bldg. Conditions**

NA (10)  0(10)  1-2 (5)  3≥ (0)

HazMats Rpts submt'd  Y(5)  N(0)  NA(5)

Closure Reports  Y(5)  N(0)  NA(5)

Notification Materials Submitted to DOH?  Y(0)  N(-5)  NA(0)

**SITE & BUILDING REPORT SEC. 4 BUILDING INFORMATION**

SHPO notification letter  Y(5)  N(0)  NA(5)

SHPO response letter  Y(5)  Pend(3)  NA(5)

**SITE & BUILDING REPORT SEC. 5 BLDG ASSESSMENT**

Interior Photos  Y(0)  N(5)  NA(5)

Exterior Photos  Y(0)  N(5)  NA(5)

Capital Needs Assessment (Housing Authorities only)  Y(5)  N(0)  NA(5)

COMMENTS:

**Standard Project SHEET 1 SCORE:**

120 Possible pts.



<b>4.7A.</b> Procurement Process	___Y(10) ___N(0)	<input type="text"/>
Town's Procurement Policy	___Y(10) ___N(0)	<input type="text"/>
<b>4.7B.</b> Building/Site Evaluation Process	___Y(10) ___N(0)	<input type="text"/>
Initial Inspection Form	___Y(10) ___N(0)	<input type="text"/>
<b>4.7C-1.</b> Hazardous Material Notification Process	___Y(10) ___N(0)	<input type="text"/>
HazMat Notification Letter	___Y(10) ___N(0)	<input type="text"/>
<b>4.7D.</b> Construction Monitoring Process	___Y(10) ___N(0)	<input type="text"/>
Progress Insp Form	___Y(10) ___N(0)	<input type="text"/>
<b>4.7E.</b> Approvals/Permitting Process	___Y(10) ___N(0)	<input type="text"/>
<b>4.7F.</b> Typical Project Schedule	___Y(10) ___N(0)	<input type="text"/>
	___G(10) ___F(5) ___P(0) Good Fair Poor	<input type="text"/>
<b>4.7G.</b> 75% Rule/Walk Away Compliance	___Y(20) ___N(0)	<input type="text"/>
<b>4.7H</b> Rehab Stand/Lead/Asbestos Compliance	___Y(20) ___N(0)	<input type="text"/>
<b>4.7J</b> Program Development Budget	___Y(10) ___N(0)	<input type="text"/>
Budget Completeness	___G(10) ___F(5) ___P(0) Good Fair Poor	<input type="text"/>
Cost Estimating Form	___Y(10) ___N(0)	<input type="text"/>
<b>4.7K</b> Pre-Construction Meeting Form	___Y(15) ___N(0)	<input type="text"/>
<b>4.7L</b> Municipal Walk Away Policy	___Y(20) ___N(0)	<input type="text"/>
<b>4.7M</b> Energy Star/Sustainable/Green/Eco-Friendly Products, Recycling/Salvage		
1. Energy Star	___0(0) ___3/4(5) ___5/6(10) ___≥7(15) ___NA(15)	<input type="text"/>
2. Sustainable/Green	___0(0) ___1(5) ___2+(10)	<input type="text"/>
3. Recycling/Salvage	___0(0) ___1(5) ___2+(10)	<input type="text"/>

**PROGRAM TOTAL POINTS**

**0.1**   
250 max pts

0

**COMMENTS:**

**4.4.A INFRASTRUCTURE**

1. Environmental Remediation Needed	___ Y(0) ___ N(5)	<input type="text"/>
2. Adjacent to environmental risk?	___ Y(0) ___ N(5)	<input type="text"/>
3. Age of property/work item(s)	___ <5yr(0) ___ 5-10(5) ___ 10+(-10) ___ NA(10)	<input type="text"/>
4. Last Repairs/work	___ <5yr(0) ___ 5-10(5) ___ 10+(-10) ___ NA(10)	<input type="text"/>
5. Unusual Site Conditions	___ Y(0) ___ N(10) ___ NA(10)	<input type="text"/>
Supporting Data	___ Y(5) ___ N(0) ___ NA(5)	<input type="text"/>
6. FEMA FIRM	___ Y(15) ___ N(0)	<input type="text"/>
<b>Any proposed work in a Flood Plain?</b>	___ Y500 ___ Y100 ___ YFWAY ___ N	
<b>Application/evaluation process begun?</b>	___ Y(0) ___ N(-10) ___ NA(0)	<input type="text"/>
7. Pictures	___ Y(10) ___ N(0)	<input type="text"/>
8. Utilities expansion	___ Y(0) ___ N(15) ___ NA(15)	<input type="text"/>

**4.4.B APPROVALS/PERMIT COORDINATION**

I. # of Approvals/Permits Needed	___ 0(15) ___ 1(10) ___ 2(5) ___ ≥3(0)	<input type="text"/>
II. Supporting Documentation	___ Y(5) ___ N(0) ___ NA(5)	<input type="text"/>

**4.5 CONSTRUCTION DOCUMENTS:**

A. Drawing Completion Level	___ N(0) ___ S(5) ___ D(10) ___ F(15) <small>None Schematic Develop Final</small>	<input type="text"/>
B. Specification Completion Level	___ N(0) ___ O(5) ___ D(10) ___ F(15) <small>None Outline Develop Final</small>	<input type="text"/>
F. Cost Estimate	___ Y (10) ___ *N (0) ___ Y Non DOH(0) <small>*go to G</small>	<input type="text"/>
1. Cost Estimate Completeness	___ G(10) ___ F(5) ___ P (0) <small>Good Fair Poor</small>	<input type="text"/>
2. Cost Reasonableness	___ G(10) ___ H or L(5) <small>Good High or Low</small>	<input type="text"/>
G. Construction Procurement	___ Y(10) ___ N(0)	<input type="text"/>
H. Dwgs & Spec's Compliance Certification	___ Y(0) ___ N(-25) ___ NA(0)	<input type="text"/>
J. Project Development Budget	___ Y(10) ___ N(0)	<input type="text"/>
Budget Completeness	___ G(10) ___ F(5) ___ P (0)	<input type="text"/>

**4.5 II CONSTRUCTION TIME LINES**

C. Completion of Dwgs and Specs	___ 0(15) ___ 1-3m(10) ___ 3-6m(5) ___ >6m(0) ___ not Submt'd(-10)	<input type="text"/>
D. Length of Construction Period	___ ≤6m(15) ___ 6-9m(10) ___ 9-12m(5) ___ 12-15m(0) ___ >15m(-10)	<input type="text"/>
E. Length of Time to Obtain Permits/ Approvals/Clearances	___ 0m(15) ___ 1-3(10) ___ 3-6(5) ___ >6(-10)	<input type="text"/>

**4.6 SUSTAINABLE FEATURES & DESIGN**

d. Storm Water Management:	___ Y(5) ___ N(0) ___ NA(5)	<input type="text"/>
e. Other Sustainable/Green Features	___ Y(5) ___ N(0)	<input type="text"/>

If 4.5 C+D+E is 18 Mos or More or Flood Zone, Proj is Not Ready to PROCEED!

INFRASTRUCTURE TOTAL POINTS: 250 Possible Points

0.1

0

## Fair Housing and Equal Opportunity - 20 Points

**Score All Applications:**

Total Possible Points = 7.5

**6.1 Was the FHAP complete? Award points based on the following:**

Response	Points
Incomplete or requires significant revision	0
Complete but needs minor revision	3
Complete	5.5

**6.2 Was a Section 3 Plan submitted? Award points based on the following:**

Response	Points
Not submitted	-2
Incomplete or requires significant revision	0
Complete but needs minor revision	1
Complete	2

**Score Past Grantees Only:**

Total Possible Points = 12.5

**6.3 Identify Fair Housing Action Steps completed or in progress within the last three years.**

**Award points based on the # of steps or actions completed or in progress and back-up documentation including milestones for those items in progress.**

**See Fair Housing Plan Schedule**

Response	Points
0	-2
1	1
2	2
3	3
4	4

**6.4 Enter the number of awards documented by the applicant to Section 3 residents or contractors over the past 3 years. Award points based on number of contracts awarded.**

Response	Points
0	0
1-3	1.5
>3	4

**6.5** Enter the number of documented good faith efforts made by the applicant to reach Section 3 residents or contractors over the past 3 years.

Response	Points
3	0.5
4	1

**6.6** Document the number of contractor and subcontractor awards made to certified small and minority firms and women's business enterprises over the past three years.

**Award points based on the number of contracts awarded & contracts/certifications**

Response	Points
0	0
2	1
3	2
4 or more	3.5

**Score New Applicants Only:**

Total Possible Points = 12.5

**6.7** Is the applicant a new grantee? A new grantee is defined as an applicant that has not received a Small Cities grant within the past 3 consecutive years.

**Award points based on if answer to question is yes or no**

Response	Points
No	0
Yes	2

**6.8** Identify projects, initiatives, and/or actions that the municipality has taken or are in progress in the past 3 years to promote the principles of Fair Housing. Award points based on the # of actions completed and documentation of such actions. See Past Fair Housing Initiatives Schedule.

Response	Points
0	0
1	0.5
2	1
3	2
4	4

**6.9-1** Was an ADA Notice submitted? **Award points based on the following:**

Response	Points
Not submitted or incomplete	0
Complete but needs minor revisions	0.3
Complete	0.5

**6.9-2** Was an ADA Grievance Procedure submitted? **Award pts based on the following**

<b>Response</b>	<b>Points</b>
Not submitted or incomplete	0
Complete but needs minor revisions	0.3
Complete	0.5

**6.10-1** Has the municipality completed or updated a Section 504/ADA Self Evaluation for all of its facilities within the past 3 years? **If submitted, award points based on the following:**

<b>Response</b>	<b>Points</b>
No	-1
Needs Revisions	0.5
Met Requirements	1

**6.10-2** Has the municipality completed or updated a Section 504/ADA Self Evaluation for all of its rules, policies and programs with the past 3 years? **If submitted, award points based on the following:**

<b>Response</b>	<b>Points</b>
No	-1
Needs Revisions	0.5
Met Requirements	1

**6.10-3** Has the municipality completed or updated a Section 504/ADA Transition Plan for its facilities and its programs within the past 3 years. **If submitted, award points based on the following:**

<b>Response</b>	<b>Points</b>
No	-1
Needs Revisions	0
Met Requirements	3.5

**Total Score for Fair Housing:**