



## APPENDIX L

### **Appendix L: 2020 CDBG Application Scoring Criteria**

Use this appendix to determine how your application will be scored.

To use this appendix, first locate the activity being applied for and the maximum number of points associated with that activity. Please note that only like to like activities will be used in the ranking of applications. For example, housing activity applications will be ranked against other housing activity applications.

Each activity is broken into sections that correspond with your application along with the maximum amount of points per section. If the points for a section are based upon specific criteria that information will be nested below the section along with the points associated.

If you have any questions on how this scoring criteria works, please email [CDBGNOFA@hcd.ca.gov](mailto:CDBGNOFA@hcd.ca.gov).

**HOUSING REHABILITATION and HOMEBUYER****500 Points Max****Needs Score****100 Points Max**

You will find your needs score in Appendix A.

**State Objective 1****50 Points****Disaster Resiliency Long-Term Planning**

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not, you will receive zero points.

**State Objective 2****50 Points****Fair Housing- Access to Opportunity**

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not, you will receive zero points.

**Marketing Plan****100 Points Max**

The points will be calculated as follows:

Is there a marketing plan	<i>Full points if provided, zero points if not.</i>	70 Pt
Does it address fair housing protections?	Points received for each of the following below:	10 Pt Max
	Rental Housing Inspections	2 Pt
	Rental Housing Licensing	2 Pt
	Fair Housing Complaint Process	2 Pt
	Fair Housing Public Posters/Publications	2 Pt
	Fair Housing Certification Program	2 Pt

Does it address anti-discrimination policies?	<i>Full points if provided, zero points if not.</i>	10 Pt
---	---	-------

Does it describe the target population?	<i>Full points if provided, zero points if not.</i>	10 Pt
---	---	-------

<b>Underwriting Requirements</b>	<b>100 Points Max</b>
----------------------------------	-----------------------

The points will be calculated as follows:

Does the Applicant have underwriting requirements?	<i>Full points if provided, zero points if not.</i>	70 Pt
--	---	-------

Points received for each of the following items that are included in the underwriting requirements:

Property Standards Requirements	10 Pt
---------------------------------	-------

Income Qualification Requirements	10 Pt
-----------------------------------	-------

Loan to Value Ratio Requirements	10 Pt
----------------------------------	-------

<b>Loan Servicing Plan</b>	<b>100 Points Max</b>
----------------------------	-----------------------

The points will be calculated as follows:

Is there a loan serving plan?	<i>Full points if provided, zero points if not.</i>	50 Pt
-------------------------------	---	-------

Points received for each of the following items that are included in the underwriting requirements:

Addresses loan defaults	10 Pt
-------------------------	-------

Describes long-term servicing and monitoring obligations	30 Pt
--	-------

Addresses loan transfers	10 Pt
--------------------------	-------

<b>PUBLIC SERVICES</b>	<b>500 Points Max</b>
------------------------	-----------------------

<b>Needs Score</b>	<b>100 Points Max</b>
--------------------	-----------------------

You will find your needs score in Appendix A

<b>State Objective 1</b>	<b>50 Points</b>
--------------------------	------------------

**Disaster Resiliency Long-Term Planning**

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not you, will receive zero points.

<b>State Objective 2</b>	<b>50 Points</b>
--------------------------	------------------

**Fair Housing- Access to Opportunity**

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not, you will receive zero points.

<b>Statement of Need</b>	<b>100 Points Max</b>
--------------------------	-----------------------

Provide a narrative establishing there is a need for the service in your community. Narrative should incorporate third party evidence, studies, analysis, assessments, etc. Anecdotal letters of support are not documentation of need.

*Full points if provided, zero points if not.*

20 Pt

Points received for each of the following items that are included in documenting that there is no reasonable access to existing services:

Third party studies establishing need

20 Pt

Jurisdiction driven assessments or evaluations of need

20 Pt

Published documentation of need (newspaper, journal, etc.) 20 Pt

Service provider studies/assessments of needs in community 20 Pt

**Access to Services**

**60 Points Max**

**Provide a narrative indicating there is no reasonable access to the service.**

*Full points if provided, zero points if not.*

20 Pt

Points received for each of the following items that are included in documenting that there is no reasonable access to existing services:

Maps showing existing service locations (or showing absence of services) 15 Pt

Transportation Availability documentation to show that there is no transport to area providers 10 Pt

List of providers with similar service in area with locations to so the lack of availability to the service. 15 Pt

**Population Need for Service****40 Points Max**

**Provide a narrative indicating why the population needs this services**

*Full points if provided, zero points if not.*

10 Pt

Points received for each of the following items that are included in documenting that there is no reasonable access to existing services:

Documentation of population changes 10 Pt

Service to population ratio 10 Pt

Marketing Plan to reach target populations 10 Pt

**Leveraged Services****100 Points Max**

**Provide a narrative listing your partners and collaborators**

*Full points if provided, zero points if not.*

20 Pt

Points received for each of the following items that are included in documenting that there is no reasonable access to existing services:

Other Local Government/Agency 15 Pt

Non-Profit Service Providers 15 Pt

School District 15 Pt

Park District 15 Pt

Other (Include in Narrative) 10 Pt

Other (Include in Narrative) 20 Pt

**CODE ENFORCEMENT****500 Points Max****Needs Score****100 Points Max**

You will find your needs score in Appendix A

**State Objective 1****50 Points****Disaster Resiliency Long-Term Planning**

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not, you will receive zero points.

**State Objective 2****50 Points****Fair Housing- Access to Opportunity**

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not, you will receive zero points.

**Code Enforcement Officer to Public Ratio****10 Points**

You will either receive full points or zero points. If you provide this information you will receive full points, if no information is provided then zero points will be awarded

**Code Enforcement Need****130 Points**

The points will be calculated as follows:

Detailed narrative why more enforcement is needed	<i>Full points if provided, zero points if not.</i>	30 Pt
<i>Submitted documentation points are calculated as follows:</i>		100 Pt
	News clippings	25 Pt
	Photos	25 Pt
	City/County meeting minutes addressing need	20 Pt
	Call data on need provided by enforcement agency	20 Pt

<b>Narrative of Housing Stock</b>	<b>80 Points Max</b>
-----------------------------------	----------------------

Narrative of age & condition of stock	<i>Full points if provided, zero points if not.</i>	10 Pt.
Age of housing stock	<i>Full points if provided, zero points if not.</i>	10 Pt
Narrative of nuisance properties	<i>Full points if provided, zero points if not.</i>	10 Pt.
Property Nuisance documentation can include but are not limited to photos, newspaper articles, police reports, calls for service, or code enforcement reports		50 Pt
	Graffiti	10 Pt
	Dumping	10 Pt
	Abandoned vehicles	10 Pt
	Vacant Property Problems	10 Pt
	Other	10 Pt

<b>Rental Housings Protections</b>	<b>40 Points Max</b>
------------------------------------	----------------------

The points will be calculated as follows:

No rental housing protections	0 Points
Rental Housing Inspection Program	8 Points
Rental Housing Licensing	8 Points
Rental Housing Door Fee	8 Points
Rental Housing Preservation Plan	8 Points
Fair Housing Certification Program	8 Points

<b>Leveraged Partnerships</b>	<b>40 Points Max</b>
-------------------------------	----------------------

The Points will be given as follows:

Provide a narrative listing your partners and collaborators	<i>Full points if provided, zero points if not.</i>	10 Pt
Points received for each of the following items that are included in documenting		30 Pt

that there is no reasonable access to existing services:

Other Local Government/Agency	5 Pt
Non-Profit Service Providers	5 Pt
School District	5 Pt
Park District	5 Pt
Other (Include in Narrative)	5 Pt
Other (Include in Narrative)	5 Pt

**PLANNING****500 Points Max****Needs Score****100 Points Max**

You will find your needs score in Appendix A

**State Objective 1****50 Points****Disaster Resiliency Long-Term Planning**

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not, you will receive zero points.

**State Objective 2****50 Points****Fair Housing- Access to Opportunity**

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not, you will receive zero points.

**Statement of Need****100 Points Max**

Narrative on the need for this activity			60 Pt
Supporting Documentation of narrative			40 Pt
<i>Submitted documentation points are calculated as follows</i>			
	Third party assessment of need	20 Pt	
	Published documentation of need	20 Pt	

**Beneficiary Engagement****40 Points Max**

The points will be calculated as follows:

Narrative on beneficiary identification			20 Pt
Narrative on community outreach to be done			20 Pt

**Planning Team Qualifications**

**120 Points Max**

The points will be calculated as follows:

Technical Capacity (relevant experience)			60 Pt
<i>Submitted documentation points are calculated as follows:</i>			
	Duty Statements/Resume	25 Pt	
	Activity Flow Chart	25 Pt	
	Organization flow chart	10 Pt	
Number of grants managed in past 48 months			60 Pt
	1-3 grants	30 Pt	
	4 or more grants	60 Pt	

**Leveraged Partnerships**

**40 Points Max**

The Points will be given as follows:

<b>Provide a narrative listing your partners and collaborators</b>	<i>Full points if provided, zero points if not.</i>	10 Pt
--	---	-------

Points received for each of the following items that are included in documenting that there is no reasonable access to existing services:		30 Pt
---	--	-------

Other Local Government/Agency	5 Pt
-------------------------------	------

Non-Profit Service Providers	5 Pt
------------------------------	------

School District	5 Pt
-----------------	------

Park District	5 Pt
---------------	------

Other (Include in Narrative)	5 Pt
------------------------------	------

Other (Include in Narrative)	5 Pt
------------------------------	------

## ECONOMIC DEVELOPMENT

### ED PLANNING

**500 Points Max**

#### Needs Score

100 Points Max

You will find your needs score in Appendix A

#### State Objective 1

50 Points

##### Disaster Resiliency Long-Term Planning

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not, you will receive zero points.

#### State Objective 2

50 Points

##### Fair Housing- Access to Opportunity

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not, you will receive zero points.

#### Statement of Need

100 Points Max

Narrative on the need for this activity			60 Pt
Supporting Documentation of narrative			40 Pt
<i>Submitted documentation points are calculated as follows</i>			
	Third party assessment of need	20 Pt	
	Published documentation of need	20 Pt	

#### Beneficiary Engagement

40 Points Max

The points will be calculated as follows:

Narrative on beneficiary identification			20 Pt
Narrative on community outreach to			20 Pt

be done			
---------	--	--	--

<b>Planning Team Qualifications</b>	<b>120 Points Max</b>
-------------------------------------	-----------------------

The points will be calculated as follows:

Technical Capacity (relevant experience)			60 Pt
<i>Submitted documentation points are calculated as follows:</i>			
	Duty Statements/Resume	25 Pt	
	Activity Flow Chart	25 Pt	
	Organization flow chart	10 Pt	
Number of grants managed in past 48 months			60 Pt
	1-3 grants	30 Pt	
	4 or more grants	60 Pt	

<b>Leveraged Partnerships</b>	<b>40 Points Max</b>
-------------------------------	----------------------

The Points will be given as follows:

<b>Provide a narrative listing your partners and collaborators</b>	<i>Full points if provided, zero points if not.</i>	10 Pt
--	---	-------

Points received for each of the following items that are included in documenting that there is no reasonable access to existing services:	30 Pt
---	-------

Another Local Government/Agency	5 Pt
Non-Profit Service Providers	5 Pt
School District	5 Pt
Park District	5 Pt
Other (Include in Narrative)	5 Pt
Other (Include in Narrative)	5 Pt

**ED BUSINESS ASSISTANCE****1500 Points Max****Needs Score****300 Points Max**

You will find your needs score in Appendix A

**State Objective 1****50 Points****Disaster Resiliency Long-Term Planning**

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not you will receive zero points.

**State Objective 2****50 Points****Fair Housing- Access to Opportunity**

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not you will receive zero points.

**Market Analysis****900 Points Max**

Understanding of Market		300 Pt Max
	Business segment analysis	100 Pt
	Local businesses surveyed	200 Pt
Analysis of lending opportunities		300 Pt Max
	Identification of public/private lending sources	150 Pt
	Determination CDBG funding fills gaps in financing	150 Pt
Demand Projections	<i>Validation of # of applications likely to be approved</i>	100 Pt
Conclusions	<i>Based on demand projections, validation and support for the grant funding be requested</i>	200 Pt

**Loan Underwriting Requirements**

**200 Points Max**

The points will be calculated as follows:

Debt coverage ratios in guidelines	50 Points
Collateral requirements in guidelines	50 Points
Credit requirements in guidelines	50 Points
Loan servicing plan in guidelines	50 Points

**ED MICRO TECHNICAL ASSISTANCE****1500 Points Max****Needs Score****300 Points Max**

You will find your needs score in Appendix A

**State Objective 1****50 Points****Disaster Resiliency Long-Term Planning**

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not you will receive zero points.

**State Objective 2****50 Points****Fair Housing- Access to Opportunity**

You will either receive full points or zero points. If you have completed this objective in the past 24 months you will receive 50 points, if you have not you will receive zero points.

**Market Analysis****1100 Points Max**

Market Analysis	100 Pt
-----------------	--------

The points will be calculated as follows:

Identify technical assistance program market area and appropriate search category to collect data best representing the area	100 Pt
--	--------

The points will be calculated as follows:

Level and extent of technical assistance provided in the market area by the competitors/partners.	25 Pt
Types of businesses served by existing competitors/partners.	25 Pt
Competitors/partners costs for services	25 Pt
Market area served by competitors/partners.	25 Pt

Determination of the number of businesses by industry category and segment – use NAICS code level breakdown	200 Pt
---	--------

**The points will be calculated as follows:**

	Determination and decision related to targeted technical assistance program market area by standard Census Bureau's employment	100 Pt	
	Identify the opportunities within categories	100 Pt	
Identify all other private and public sources serving the market area			75 Points

**The points will be calculated as follows:**

	Level and extent of technical assistance provided in the market area by the competitors/partners	20 Pt	
	Types of businesses served by existing competitors/partners	20 Pt	
	Competitors/partners costs for services	15 Pt	
	Market area served by competitors/partner	20 Pt	

Include a recent survey of local businesses to assess and analyze current demand including documenting the level of potential 75 Pt

Determination and decision related to targeted technical assistance program market area by standard Census Bureau's employment 75 Pt

Identify the opportunities within categories 75 Pt

Determine and validate the total number of clients that may be interested 300 Pt

**The points will be calculated as follows:**

	Determine and validate the services offered	75 Pt	
	Determine the range of services being offered	75 Pt	
	Include a strategy and plan for marketing the technical assistance program	75 Pt	

	Determine the reasonableness of the assumptions based on the target market, proposed extent and level of services, and the cost of providing the proposed services	75 Pt
Validate requested funding		50 Pt.
Determine reasonableness of assumptions		50 Pt.