CARNEGIE FORUM 305 WEST PINE STREET LODI, CALIFORNIA	REGULAR AGENDA LODI IMPROVEMENT COMMITTEE	REGULAR SESSION TUESDAY, OCTOBER 8, 2019 @ 6:00 PM

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NOTE: All staff report or other written documentation relating to each item of business referred to on the agenda are on file in the Office of Community Development Department, located at 221 W. Pine Street, Lodi, and are available for public inspection. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability -related modification or accommodation contact the City Clerk's office as soon as possible and at least 24 hours prior to the meeting date.

6:00 p.m.   Roll Call

Approve Minutes
None

Comments by the Public on Non-Agenda Items (5 minute limit per speaker)

Annual Goals
A. Update on LIC 2018-19 Goals from Members and Staff
B. Community Development Block Grant (CDBG)
    a. Staff presents CDBG eligibility requirements and Consolidate Plan goal requirements
    b. Review revised scoring rubric for 2020-21 application cycle

Regular Business
A. Determine topics for upcoming meetings
    a. November – TBD
B. Community Development Director Vacancy
C. Discuss Committee Minutes
D. Member vacancy update

Comments from Board members and Staff on Non-Agenda Items (5 minute limit per speaker)

Announcements

Adjournment

Pursuant to Section 54954.2(a) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the regularly scheduled meeting (or 24 hours in advance of a special meeting) at a public place freely accessible to the public 24 hours a day.

Patrice Clemons
CDBG Program Specialist

To: Lodi Improvement Committee

From: Patrice Clemons, CDBG Program Specialist/City Staff Liaison

Date: October 8, 2019

Subject: Staff Report on Updates to the Lodi Improvement Committee 2019-20 Goals; Updates to Scoring Rubric and Application Questions; and Training on Consolidated Plan Goals for the Community Development Block Grant (CDBG) Program.

Purpose: Lodi Improvement Committee reviews its purposes and goals for 2019-20 program year. Lodi Improvement Committee also makes a recommendation to the City Council on scores and funding allocations for projects for the 2020-21 Annual Action Plan cycle and implements the City's five-year Consolidated Plan goals.

Action: Lodi Improvement Committee will 1) discuss its progress on meeting its 2019-20 goals, both actions taken and action to be taken; 2) review and make recommendation to staff on revisions to the updated scoring rubric and application questions for the 2020-21 program year; 3) accept presentation by staff on Consolidate Plan goals and requirements.

Background:

2018-19 LIC Goals

Staff and committee members will report on progress made on 2019-20 goals, see attached goals.

Lodi's Community Development Block Grant

The City of Lodi (City) receives an annual allocation of funds (approximately $630,000) from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) program. The primary purpose of this program is to improve the quality of life for low- and moderate- income persons, households, and neighborhoods by supporting public services, public facilities, crime prevention, access for disabled persons, affordable housing, and economic development. The City adopts a five-year Consolidate Plan, as required by HUD, which lays out how the City plans to use the funds through strategies and goals that improve quality of life in Lodi and address community needs and benefit target populations.

Each year the City prepares an Annual Action Plan that identifies the services and projects to fund that will meet these Consolidated Plan goals. As part of this planning process, the City gathers public comment on

the community needs and recommended activities to meet those needs. Applications for funds are scored by staff and the Lodi Improvement Committee. Activities that further the City's five-year Consolidated Plan goals and meet priority community needs are given the highest priority for funding.

See attached presentation for information on Consolidated Plan requirements.

Scoring Rubric and Application:

See the attached updated scoring rubric and application questions for review.

Attachments:

1. 2019-20 LIC Goals Worksheet
2. Consolidated Plan Presentations
3. Updated Application Questions and Scoring Rubric

Vision	
The Lodi Improvement Committee is organized and created for the purposes of maintaining and improving the quality of life and appearance of Lodi by the coordinated efforts of a broad spectrum of the community.	
Goal **Identify a big-picture goal. This described what change/outcome we want to see to support our vision.**	**Objective** **Identify at least one objective for each goal. This an activity and describes "how" we are going to achieve our goal.**
1. Empower and support residents to become leaders for transforming their community, through the City's partnership program Asset-Based Community Develop (ABCD): Love Your Block.	a. <u>Provide support to the ABCD program through mentoring project leaders, participating in monthly meetings, supporting workshops, promoting events, and providing resources/connections.</u> Timeline: Year-long Lead: Kathryn Member support: Kathryn Resources: City funds ABCD program coordinator position and ABCD leaders facilitate and create the program Status: **In progress**
	b. <u>Recognize ABCD Cycle 3 projects through an LIC award.</u> Timeline: Fall/Winter 2019 Lead: David Member support: David Resources: Create award criteria and type of recognition Status: **In progress**
2. Develop viable urban communities as directed by the Community Development Block Grant (CDBG) program and further implemented in the City's Consolidated Plan.	a. <u>Conduct community outreach on priority needs and goals for the annual CDBG application cycle.</u> Timeline: October 2019 – May 2020 Lead: David Member support: David, Doug Resources: Status: **In process**
	b. <u>Score applications and recommend projects and funding to the City Council.</u> Timeline: November 2019 – May 2020 Lead: All Committee members Member support: All members

	Resources: Staff liaison to provide program requirements and facilitate annual action plan process Status: **In process**
3. Reduce homelessness and increase affordable homeownership.	a. Support Lodi Committee on Homelessness (LCOH) by attending monthly meetings (1st Thursday), and reporting back to the LIC. Timeline: Year-long Lead: Kathryn Member support: Kathryn Resources: Information provided by LCOH Status: **In-process**
	b. Research land trust options for creating affordable housing options for people experiencing homelessness. Timeline: TBD Lead: Doug Member support: Doug Resources: Scheduled for January 23rd, 2018. Status: **Pending**
	c. Research homebuyer programs and sources of funding. Timeline: TBD Lead: Kathryn Member support: Kathryn Resources: Status: **Pending**
4. Encourage beautification and improvements in Lodi by recognizing properties and community service leaders.	a. Identify and award properties, buildings, projects, and individuals that have helped improved Lodi. Timeline: Year-long Lead: David Member support: David Resources: Neighbhorhood Services/ Parks-Rec, Public Works, Building, Social Media to identify, community organizations Status: **Nominations Pending**
	b. Collaborate with other Lodi groups who are already doing this (e.g. Tree Lodi). Timeline: TBD Lead: David Member support: David Resources: Status: **TBD**
5. Support visionary	a. Research project information; solicit feedback from the community,

community development projects	staff, experts, and other stakeholders to determine feasibility; identify funding opportunities; present to committees and City Council; and create sub-committees for long-term implementation. Current visionary projects include: a. Greenline project b. Shade tree design standards c. Public garden d. Parking space reductions. Timeline: Year long Lead: Doug Member support: Doug Resources: Coordinate with Public Works, Parks, and other City departments Status: **In process**
6. Promote LIC's goals in the City.	a. Present LIC activities to City Council twice a year. Timeline: October and April Lead: David Member support: David Resources: Status: **In progress**
	b. Meet with community leaders and attend a community event/fair where information is provided about the LIC and its goals . Timeline: Year Long Lead: Rehana Member support: Rehana, Kathryn Resources: Status: **Pending**
7. Promote civic engagement and greater interest in LIC.	a. Hold at least one LIC meeting in an alternative location. Timeline: Year Long Lead: Rehana Member support: Rehana, Kathryn Resources: Status: **Pending**

City of Lodi
Community Development Block Grant (CDBG)
2019-2023 Consolidated Plan

Presented by
Community Development Department

October 2019

The Consolidated Plan Purpose

- ## 5 Year Plan

  - Required by U.S. Department of Housing and Urban Development (HUD)

  - 1) Determines Needs:
    - Assess local affordable housing and community development needs and market conditions.

  - 2) Sets Priorities and Strategies:
    - Collect data, community input, and stakeholder feedback
    - Strategy for addressing local needs.

  The Consolidated Plan should clearly explain the relationships between needs, priorities, resources, goals, and proposed activities.

The Consolidated Planning Process

Consolidated planning process:

Outreach, Stakeholder meetings, Data-gathering	Analysis	Strategic Plan	Annual Action Plan/ CAPER
Ensures the programs are data-driven and place-based	Analysis of community needs and priority populations	Addresses the priority needs and City's goals	Allows the jurisdiction to track its accomplishments

CDBG Eligible Activities

- Each Activity <u>must</u> meet one of the 3 National Objectives:

    1) Benefit Low and Moderate Income (LMI) Persons,

    2) Prevent or Eliminate Slums or Blight, or

    3) Meet urgent needs (because existing conditions pose a serious and immediate threat to the health or welfare are threatened)*

    *This activity funding is rarely used

CDBG funding activities:

- **1) Benefit LMI Examples:**
  - Acquisition of property to be used for permanent housing.
  - Conversion of nonresidential structures into permanent housing
  - Homeownership assistance
  - Street improvements
  - Water and sewer lines
  - Neighborhood facilities

  - Façade improvements in neighborhood commercial districts
  - Construction of senior center
  - Public services for the homeless
  - Assistance to L/M income persons developing a microenterprise
  - Meals on wheels for the elderly
  - Construction of job training facilities for severely disabled adults

CDBG- funding activities

- 2) Activities designed to address <u>slum and blight on an area basis</u>
  - must need definition of slum/blight are under state/local law
  - Examples:
    - Acquisition and clearance of blighted properties
    - Installation of a park or playground
    - Commercial revitalization through façade improvement

CDBG Project Allocation process

- First, the project must fit within CDBG objectives listed in the slides above.

- Second, the project must address one of the community priorities set out in the Consolidated Plan, including the Strategic Plan.

Consolidated Plan & Strategic Plan Goals

- Includes summaries of the objectives the City intends to initiate and/or complete during the timeframe of the Consolidated Plan.

- For each objective, the city must identify proposed accomplishments and outcomes in quantitative terms.
    - Goals should be based on the availability of resources and local organizational capacity
    - Five characteristics of effective goals: specific, measurable, action-orientated, realistic, time-bound

- Goals for the Consolidated Plan 2019-2023 are outlined on the next slide.

ConPlan- Strategic Plan- Goals

■ **Goals in 2019-2023 ConPlan:**

* Are specifically within CDBG Target Area

1) Develop safe, healthy, and secure neighborhoods within CDBG Target Area (e.g., neighborhood watch groups, street lighting, traffic-calming methods, traffic signals, street or private home cameras).*

2) Improve public spaces within CDBG Target Area (e.g., community gardens, park cleanups, street cleaning, street surface improvements, alley improvements, and park improvements for youth activities such as soccer fields).*

ConPlan- Strategic Plan- Goals

■ Goals in Previous 2014-2018 ConPlan:

___ Improving access to social services

___ Improving accessibility to public facilities

___ Constructing/upgrading public facilities

___ Addressing slum, blight, and nuisance conditions

___ Building capacity and leadership in marginalized communities

___ Preserving existing affordable housing

___ Securing additional funding

___ Expanding financial opportunities for lower-income individuals and families

ConPlan- Strategic Plan- Goals

- **Goals in 2019-2023 ConPlan: (continued)**

   3) Address dilapidated conditions to improve neighborhoods within CDBG Target Area (e.g., critical repair program, code enforcement, housing rehabilitation, graffiti abatement).*

   4) Improve access to public facilities and infrastructure for disabled, seniors, and low-income families (e.g., transportation, ADA accessibility, sidewalk improvements).

   5) Improve housing opportunities, accessibility, affordability, and sustainability (e.g., fair housing, rehabilitate affordable housing units, create new affordable housing units, homeless housing).

ConPlan- Strategic Plan- Goals

- Goals in 2019-2023 ConPlan (continued):

  6) Build capacity, leadership, and connections within the CDBG Target Area (e.g., ABCD program).*

  7) Support programs or projects that assist lower-income children, youth, seniors, and single-parent families, and that assist the extremely low-income population (e.g., after-school recreation, homework help, gang prevention, mental health services, homeless services, childcare).

CDBG Priority Needs: ConPlan 2019-2023

■ Priority Needs & Populations:

❑ Safe neighborhoods
❑ Park improvements
❑ Public facilities
❑ Public infrastructure
❑ Affordable housing
❑ Children

❑ Youth
❑ Seniors
❑ Persons with disabilities
❑ Single-parent families
❑ Homeless

Important Guidance from HUD:

- Better to have a narrowed down list priorities and priority populations

- Key is to try to make an impact – how did you make a difference in addressing/resolving issue

- It may be very difficult to make decisions and exclude some needs and priority populations, but not all needs/ priorities may be effectively funded

- The risk is spreading projects too thin by selecting too many priorities

- More projects funded = more administrative burden and less money to provide direct services and benefit

- Priority needs cannot be a single population group (i.e. youth, homeless, etc.). Instead, the need must be described, such as "youth have a lack of positive after-school activities and mental heal resources."

- Affordable housing is a CDBG priority and should be prioritized in goals

- Needs should be prioritized between high and low

- Goals cannot be creating safe neighborhoods if no specific measurable is provided.

Questions and Comments

- HUD will be issuing a letter on their review and comments on Lodi's recently submitted Consolidated Plan
- Comments/Questions

City of Lodi
Community Development Block Grant (CDBG)
2020-21 Annual Action Plan
Application Questions
DRAFT

1. Applicant Name (Agency or Non–Profit) *****:

Applicant Contact:
Please indicate the authorized signatory of your organization/agency, e.g. executive director, president, or equivalent.
Name ***** :

Address ***** :

Email ***** :

Phone Number *****:

2. What is your organization's mission and briefly describe your programs and activities? (1000 character limit) ***** :

3a. Program or Project Name *****:

3b. Amount Requested ***** : $XX,XXX

3c. Program or Project Description (3000 character limit) ***** :

4. General Information: Select the category which best describes the type of activity for which funds are being requested. *****

    ___ Public facilities and public improvements
    ___ Economic development and employment training
    ___ Real property acquisition or rehab
    ___ Public services

___ Crime prevention
___ Building capacity of community resources
___ Code enforcement (reduce blight)
___ Homeless facilities
___ Fair housing (prevent discrimination)
___ Housing rehabilitation or home ownership assistance
___ New housing construction (community-based development organizations only)
___ Emergency repairs or assistance due to displacement
___ Electrical utilities improvements
___ Energy conservation and renewable resources

___ Other, describe: _____ .

5. Project Eligibility: Indicate which HUD National Objective the activity meets. Low-income means households earning less than 80% of the area median income. *

___ Benefit to low-income individuals or households

___ Addresses the prevention or elimination of slums or blight

___ Meets a particularly urgent community development need

6a. Consolidated Plan Goals: Which 2019–2023 Consolidated Plan goal or goals does your project/program address? *

___ (insert new goals)
___ xxx
___ xxx
___ xxx
___ xxx
___ xxx
___ xxx
___ xxx

6b. Consolidated Plan Goals: Please briefly describe how your project/program addresses the selected goal or goals. (1000 character limit) *

7a. Program/Project Accomplishments: How will you report your accomplishments? Please select one. *

___ Individuals

___ Households

___ Housing Units

___ Low-Income Area

7b. How many individuals/households/housing units will your program assist? For low–income area, please estimate the number of low–income residents that will benefit from your project. If you have more than one type of activity to report within your project/program, then please indicate the number assisted per activity as well as the total. (250 character limit) *

8. Beneficiary Description: Which priority group(s) does your project benefit?

(insert list of priority groups)

____ XXXX

____ XXXX

____ XXXX

____ XXXX

____ XXXX

____ XXXX

____ Other: _____

If "Other" group was selected, please provide evidence as to why this group should be considered a priority:

9. Which priority need(s) does your project benefit?

(insert list of priority needs)

_____ XXXX

_____ XXXX

_____ XXXX

_____ XXXX

_____ XXXX

_____ XXXX

_____ Other: _____

If "Other" was selected, please provide evidence as to why this need should be considered a priority:

10. Need(s) / Issue(s): Describe the issue(s) or beneficiary need(s) that this project/program will

address? (3000 character limit) *

11a. Performance and Outcomes: Describe how your project/program will address these issues/needs?
(3000 character limit) *

11b. Performance and Outcomes: Describe what impact your projects/program will have in addressing
these issues/needs? (2000 character limit) *

11c. Performance and Outcomes: Describe how your organization will measure this impact, including what
system are in place to track and report on beneficiaries? (2000 character limit) *

12. How will your project/program benefit the larger Lodi community? (3000 character limit) *

13. Project/Program Schedule: Please provide an overview of your program schedule, including start and end dates and milestones. (250 character limit) *

14. Does your project/program have an area–benefit or serve a limited clientele? (See Application Instructions for definition of terms.) *

    ___ Area - benefit

    ___ Limited clientele

15. Describe the location where services/improvements will be provided, including days and hours of operations and provisions for access to disabled persons. (850 character limit) *

16. Is this project new, continuing, or an expansion of existing project/program? To be eligible projects must be new or an expansion of existing project/program. *

    ___ New

    ___ Expansion of existing program/project

    ___ Continuing

17. If your project/program received funding in the last program year, then briefly describe how your existing program has been expanded. For example, expansion may include an increase in the number of beneficiaries, new activities/services offered to beneficiaries, an additional location added, or program hours expanded. (250 character limit) *

18. Organizational Capacity: Describe your organization's experience with similar programs/project. (1000 character limit) *

19. Grant Management Experience: Please describe your organization's experience in managing federal and/or state grants. (1000 character limit) *

20. Staff: Please identify the staff that will be available to assist on this project/program? Include their role and if they are Full Time Employees, Part Time Employees, or Volunteers. (1000 character limit) *

21. Program Contact: Please provide the contact information for the person directly responsible for managing the program or project on a day to day basis.
Name * :

Address (if different than the contact information address on Page 1):

Email * :

Phone Number * :

Position or Title * :

Years of Experience * :

22. Partner Agencies/Non-Profits: Will your organization be partnering with any outside agencies or groups on this project/program? If so, which agencies or groups will you be partnering with? Please identify which agency will take the lead in reporting and day to day program/project management. (250 character limit) *

23. Could your program/project be successful if you received less than your requested grant funding? *

___ Yes

___ No

___ Unsure

Explain further (Optional):

24. Will your project/program have other funding besides CDBG? Please provide an estimate of other funding, including funding sources, amounts, and whether they are committed. (1000 character limit)

25. Please <u>ATTACH</u> your program/project budget for the 2019-20 year, and include a brief narrative of how CDBG funding will be used and what costs will be covered by CDBG funds versus other non-CDBG funds. If applicable, please include direct and indirect cost allocation plan. *

__ Program/Project Budget for proposed project Attached

26. Please include the following additional Attachments:

__ Map indicating the location of your project/program within the City

__ Articles of Incorporation and By-laws and Amendments

__ Secretary of State Certification of Good Standing (Online printout/screenshot is acceptable)

__ Organizational Chart and Agency Mission Statement

__ Certified Audit (Most recent)

__ Profit and Loss Statement for most recent year.

__ Current Fiscal Year Agency Budget - including all funding commitments/sources

__ Other Documents

Applicant:	
Proposed Project:	**(i.e. Food for seniors)**
Total Points Earned:	**_____ out of XXX points**
Scorer Name:	

Instructions to LIC: Fill-out all questions, except those marked with X. Those are for Staff only to fill-out. Staff will add its Staff score to LIC member's score for the total.

Threshold Rating:

Staff:

Y / N	**Activity is eligible under CDBG**
Y / N	**Activity meets one National Objective (Q5)**
Y / N	**For public services, the service is new or an expansion of existing service (Q**
Y / N	**Applicant submitted a complete application (all questions filled out and attachments)**
Y / N	**Applicant meets all of the threshold criteria above. If so, continue scoring.**

Application Rating (can you easily measure impact, help solve problem? Adequate description of project – what questions do you have?)

LIC:	Staff:	Proposed Project Meets National Objectives and Consolidate Plan Goals (Questions 1 -
		The activity meets one of the three national Objectives: (Q5) 3 – Activity principally benefits low- and moderate- income persons 1 – Activity prevents or eliminates blight or slum N/A – Activity addresses an urgent need or problem in the community
		The activity meets one of the City's 2019-23 Consolidated Plan goals: (Q6) 4_Yes, meets higher priority goal 2 – Yes, meets lower priority goal 0 – No __List the goal(s) that is meets here: _____ (insert list of goals)
		How much of an impact will the project have in addressing the goal(s)? (Q6) 5 – Strong Impact 2 – Regular impact 0 - Small impact
		How important is meeting this Con Plan goal for this AAP cycle: 5 – High Priority (e.g. urgent need, project won't be available next year) 3 – Regular priority 1 - Low priority (e.g. goal already met by other previous year projects)
		Total: (LIC + Staff Scores) _____ (17 Pts)

LIC:	Staff:	Serving Priority Populations and Needs
		Activity will serve how many of the following targeted priority populations: (Q8) [insert list of priority populations] 5 – Two of the targeted priority populations 3 – One of the targeted priority populations 0 – None of the targeted priority populations
		How much of an impact will the project have in reaching targeted population? (Q10) 5 – Strong Impact 2 – Regular impact 0 - Small impact
		Activity's Potential Benefit to the Target Beneficiaries (Q11) 1 to 5 - Activity benefits the target beneficiaries 0 - No benefit to their beneficiaries
		Activity will serve how many of the following priority need(s): (Q9) [insert list of priority needs] 5 – Two of the targeted priority needs 3 – One of the targeted priority needs 0 – None of the targeted priority needs
		How much of an impact will the project have in addressing the priority need? (Q10/Q11) 5 – Strong Impact 2 – Regular impact 0 - Small impact
		5 – Applicant provided a clear method for measuring impact 3 – Applicant provided a method for measuring impact that partially outlines the impact 1 – Applicant provided a method for measuring impact that has a poor correlation to the need
		Activity's Potential benefit to the City of Lodi: (Q12) 1 to 5 – Activity's benefit to the community as a whole 0 - No benefit to Lodi
	X	**Total: (LIC + Staff) _____ (35 Pts)**

LIC:	Staff:	Readiness to Proceed During Program Year (Q13 / Q23)

		5 - All predevelopment steps necessary to have been completed 3 - Some predevelopment steps have been completed, with all the steps likely to be completed by July 1, 2019 1 - Predevelopment steps are in process but unlikely to be completed by July 1, 2019 0 - Predevelopment has not been adequately considered
		5 – Project will begin after July 1, 2019, and end on or before June 30, 2020. 3 – Project will begin after July 1, 2019 and end on or before December 30, 2020. 0 – Project will be completed on or after January 1, 2020.
		4 Project timeline is realistic, with potential delays built into the schedule. 2 Project timeline is realistic, but may not adequately account for delays. 0 Project timeline is unrealistic
		3 - Project will be completed fully without needing further funding commitment from another source. 2 - Project is likely to be fully completed, but depends on funding commitments from other organizations/source. 0 - Project may not be fully completed.
		Total: (LIC + Staff) _____ (17 Pts)

LIC:	Staff:	Activity Management and Implementation (Q18-23)
		The organization: 3 - Has sufficient management resources available. 0 - Does not have sufficient management resources available.
		The organization: 3 - Displays a commitment to operating and managing their activity according to CDBG regulations. 0 - Fails to display adequate commitment to operating and managing their activity according to CDBG regulations.
		The organization: 3 - Has a record of proper management of all relevant activities. 0 - Has had some problems with managing activities properly.
		The organization: 2 - Has the appropriate resources readily available to support the activity. 0 - Will require more than 2 months to obtain the resources necessary to perform the activity.
		The organization: 3 - Provided a realistic estimate of the number of persons who will benefit from the activity. 0 - Provided an estimate of the number of beneficiaries that was inflated, as compared to past performance or similar activities.

		The organization: 3 - Has a viable method for ensuring beneficiaries are low- and moderate-income persons. 0 - Does not have a method for determining beneficiary income, or does not have sufficient resources to implement it.
		The organization: 3 - The financial statement shows sufficient resources to support the organization. 1 - The financial statement raises concerns for the organization's long-term stability. 0 - The financial statement indicates significant problems with expenditures or oversight.
		  Total: _____ (20 Pts)

LIC:	Staff:	Experience and Past Performance
		Based on the qualifications of staff and prior experience, the applicant has: 8 - Extensive experience undertaking and managing similar projects. 5 - Limited experience undertaking and managing similar projects. 3 - Sufficient resources to undertake and manage the project, but little experience with similar projects. 0 - No experience undertaking and managing similar projects.
X		**In the past 5 years, the applicant:** 5 - Expended funds according to their schedule in their contract and within program year. 3 - Expended funds up to six months beyond the program year. 0 - Has unexpended funds that are more than 18 months old. Note: Applicants who have not received City grants in the past 5 years are awarded all 5 points.
X		**In the past 5 years, the applicant:** 3 - Turned in all required reports fully completed and on time. 1 – Reports not fully completed or not on time; however, made an effort to improve reporting performance and exhibited a significant improvement. 0 - Turned in required reports uncompleted or late and showed little improvement in reporting compliance. Note: Applicants who have not received City grants in the past 5 years are awarded all 3 points.
X		**In the past 5 years, the applicant:** 2 - Sufficiently completed all activities in their scope of services.

		1 - Completed most of the activities in their scope of services. 0 - Exhibited serious issues in adhering to their scope of services. Note: Applicants who have not received City grants in the past 5 years are awarded all 2 points.
		Total: (LIC + Staff) _____ (18 Pts)

LIC:	Staff:	Cost Reasonableness and Effectiveness (Q24/25)
X		5 - Project costs are fully justified and within an expected range. 3 - Project costs are somewhat justified and are slightly above what is expected. 0 - Project costs are excessive, are unrealistically low, or are not justified.
X		4 - Proposed costs are supported by previous actual budgets, surveys of similar organizations, or independent cost estimates. 2 - Proposed costs are supported by internal cost estimates. 0 - Proposed costs are not supported.
		3 - The organization is, with the exception of capital funds, self-sustaining without on-going need for CDBG funds to continue activity. 2 - The organization has a realistic plan to become self-sustaining. 0 - The organization would likely need ongoing CDBG funding to continue this activity.
		The applicant: 2 - Made an effort to secure other funding for the activity. 0 - Did not clearly make an effort to secure other funding for the activity.
		The applicant: 3 – Has 100% of other funding sources committed 2 - Has at least 75% of other funding committed. 1 - Has 25% of other funding source committed. 0 - Has no other funding sources.
X		**CDBG funds are an appropriate source for the proposed activity:** 5 – Funds are appropriate 0 – Other funding sources would be a better fit
		Total: (LIC + Staff) _____ (23 Pts)

LIC:	Staff:	HUD Issues
X		**Any HUD eligibility issue related to the proposed activity:** 0 - Not applicable -2 - Eligibility Issue
		Total: (Staff Only) _____ (0 Pts)

GRAND TOTAL: _____ (XXX Pts)