

2023 Community Development Block Grant Application Evaluation Criteria

The goal of the Community Development Block Grant (CDBG) program is to develop viable urban communities, provide decent housing, create suitable living environments, and expand economic opportunities for low- and moderate-income persons.

Applications will be evaluated based on, but not necessarily limited to the following criteria. All applications are first screened for Community Development Block Grant eligibility and whether it meets a National Objective of the CDBG program, and then eligible applications are scored as follows:

1. Need: Maximum of 15 Points

The activity will be evaluated on the documentation and justification of the need for the activity. Excellent, 15 points; good, 10 points; average, 5 points; and poor, 0 points.

2. Justification: Maximum of 15 points

a. Consolidated Plan Priority - Activities addressing a high priority identified in the Consolidated Plan, will be awarded 5 points. The high priorities are:

- Affordable Housing
- Public Services
- Public Facilities

b. City Council Strategic Initiatives – Activities addressing an initiative listed in the 2023 City Council Strategic Plan (attached) will be awarded 10 points. Maximum for this item is 10 points regardless of the number of initiatives addressed.

2. Impact and Cost Effectiveness: Maximum of 20 Points

The activity will be evaluated on:

- amount of overhead compared to program costs
- impact on the identified need
- implementation costs compared to impact
- use of available resources (financial, staff, volunteer)
- leveraged resources from other funding sources, volunteers, or in-kind donations

3. Implementation: Maximum of 20 Points

Considerations include:

- The application demonstrates that resources needed to manage the proposed activity are available and ready.
- The major tasks needed to carry out the activity are identified.
- Applicant has clearly defined objectives focusing on results and measurable outcomes vs. only program activities and numbers served.
- The commitment for operation and maintenance, where applicable, has been certified.

2023 Community Development Block Grant Application Evaluation Criteria

4. Past Performance or Letters of Reference: Maximum of 10 Points

- Applicants must not have no outstanding audit deficiencies, findings, or disallowed costs from previous projects or activities.
- If previously funded by the City within the past three years, the applicant has a strong record in managing previous funds and maintaining regulatory compliance. This includes, but is not limited to: meeting proposed goals, promptly submitting accurate reports and reimbursement requests, maintaining financial and program records in compliance with regulations and expending funds in a timely manner.
- If not previously funded within the past three years, the applicant has experience and performed well in implementing and administering grants from other funders for this program or a similar program OR The applicant has submitted up to three letters of recommendation for funding from others knowledgeable of their abilities. The applicant demonstrates the viability of the organization.

5. City Council Priorities: Maximum of 20 points

Additional points will be awarded for the following:

- Program is serving an increasing number of people – 5 points
- Funding will provide for an increase in services – 5 points
- Agency has an office located in San Marcos – 5 points
- Agency has a proven track record of serving San Marcos residents for at least 2 years – 5 points