

Evaluation Criteria							
PROGRAM			Carol	Hayden	Irma	Tiffany	Zindi
Habitat - Housing Counseling			40	60	68	71	84
Activity Delivery - Housing Rehab			55	60	89	60	86
Homebuyers Assistance & Activity Delivery			40	60	84	74	78
Cape's Pond Park			95	85	74	88	99
Haynes St Pocket Park			60	70	57	81	60
Swift Memorial Park			60	70	57	82	63
Victory Gardens Park			60	72	57	92	63
CASA			100	95	100	89	100
HCWC			100	100	100	91	105
Salvation Army			65	85	59	87	89
St Vincent de Paul			65	90	68	93	88
Youth Council			100	90	98	83	80

Allocation Recommendation									
PROGRAM	TYPE	REQUEST	Carol	Hayden	Irma	Tiffany	Zindi	Average	Recommendation
Administration	Admin	\$142,500	\$142,500	\$142,500	\$142,500	\$142,500	\$142,500	\$142,500	\$142,500
Habitat - Housing Counseling	Project	\$21,500	\$0	\$21,500	\$15,000	\$10,000	\$15,000	\$13,833	\$0
Activity Delivery - Housing Rehab	Project	\$58,550	\$58,550	\$0	\$50,000	\$33,100	\$50,000	\$41,700	\$0
Homebuyers Assistance & Activity Delivery	Project	\$100,800	\$0	\$100,800	\$90,000	\$80,399	\$96,000	\$78,000	\$96,000
Cape's Pond Park	Project	\$30,000	\$30,000	\$30,000	\$24,000	\$20,000	\$14,500	\$24,750	\$30,000
Haynes St Pocket Park	Project	\$166,720	\$0	\$0	\$94,750	\$0	\$0	\$43,578	\$0
Swift Memorial Park	Project	\$176,593	\$121,987	\$57,837	\$94,750	\$110,000	\$119,200	\$113,394	\$84,137
Victory Gardens Park	Project	\$253,362	\$253,362	\$253,362	\$94,999	\$210,000	\$168,799	\$205,647	\$253,362
CASA	Public Svc	\$60,000	\$50,000	\$31,000	\$33,000	\$30,000	\$51,900	\$42,650	\$35,000
HCWC	Public Svc	\$48,161	\$40,000	\$24,100	\$33,000	\$20,000	\$40,500	\$34,294	\$35,000
Salvation Army	Public Svc	\$50,000	\$0	\$28,000	\$20,000	\$26,900	\$0	\$20,817	\$12,500
St Vincent de Paul	Public Svc	\$20,000	\$0	\$13,000	\$10,450	\$15,000	\$0	\$9,742	\$12,500
Youth Council	Public Svc	\$20,000	\$16,500	\$10,800	\$10,450	\$15,000	\$14,500	\$14,542	\$11,900
TOTAL		\$1,148,186	\$712,899	\$712,899	\$712,899	\$712,899	\$712,899		\$712,899

Public Services (limit is \$106,900)	\$106,500	\$106,900	\$106,900	\$106,900	\$106,900	\$712,899
--------------------------------------	-----------	-----------	-----------	-----------	-----------	-----------

Risk Assessment							
PROGRAM			Carol	Hayden	Irma	Tiffany	Zindi
Habitat - Housing Counseling			5.0	17.0	19.0	12.5	20.0
Activity Delivery - Housing Rehab			15.0	27.5	47.5	12.5	20.0
Homebuyers Assistance & Activity Delivery			5.0	20.0	21.5	11.0	20.0
Cape's Pond Park			8.0	9.5	14.5	12.5	4.5
Haynes St Pocket Park			8.0	15.5	17.5	12.0	9.5
Swift Memorial Park			8.0	15.5	17.5	12.0	9.5
Victory Gardens Park			8.0	15.5	17.5	12.0	9.5
CASA			0.0	3.0	0.0	12.5	2.0
HCWC			0.0	3.0	5.0	12.0	2.0
Salvation Army			0.0	12.5	28.0	12.0	12.0
St Vincent de Paul			0.0	12.5	15.5	11.0	9.5
Youth Council			0.0	8.0	6.5	12.0	2.0

Risk Categories: 80 or higher = High, 40 – 79 = Moderate, 0 – 39 = Low

Program	Type	Request	Recommended Allocation
Administration	Admin	\$142,500	\$142,500
Habitat - Housing Counseling	Project	\$21,500	\$0
Activity Delivery - Housing Rehab	Project	\$58,550	\$0
Homebuyers Assistance & Activity Delivery	Project	\$100,800	\$96,000
Cape's Pond Park	Project	\$30,000	\$30,000
Haynes St Pocket Park	Project	\$166,720	\$0
Swift Memorial Park	Project	\$176,593	\$84,137
Victory Gardens Park	Project	\$253,362	\$253,362
CASA	Public Svc	\$60,000	\$35,000
HCWC	Public Svc	\$48,161	\$35,000
Salvation Army	Public Svc	\$50,000	\$12,500
St Vincent de Paul	Public Svc	\$20,000	\$12,500
Youth Council	Public Svc	\$20,000	\$11,900
TOTAL		\$1,148,186	\$712,899

The staff committee consisted of:

Planning and Development Services

Carol Griffith, Housing and Community Development Manager

Irma Duran, Community Initiatives Program Administrator

Zindi Castillo, Grant Accounting Specialist

Neighborhood Enhancement

Tiffany Harris, Community Vitality Coordinator

City Manager’s Office

Hayden Migl, Administrative Services Manager

Evaluation items with Yes/No Answers

Evaluated by: Carol Griffith

Date: 05/10/23

CDBG Eligibility

Does the application meet a National Objective?	LMI	LMI	LMI	LMI	LMI	LMI	LMI	LMI	LMI	LMI	LMI	LMI	LMI	LMI
	income	presun	income	income	income	presun	income	income	area	area	area	area	area	area

Is the application eligible for CDBG funding?	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
If yes, fill in the IDIS Matrix Code:	13A	05N	13B	14H	05D	05G	05Q	05Q	03F	03F	03F	03F	03F

[illegible]

City Council Requirements

[illegible][illegible]

Habitat	CASA	Homebuyers	Act. Delivery	Youth Ccl	HCWC	Sal Army	SVDP	Cape's Pond	Haynes St	Mill St	Swift	Victory Gds
---------	------	------------	---------------	-----------	------	----------	------	-------------	-----------	---------	-------	-------------

Median Family Income: Austin-Round Rock MSA - **\$110,300 as of April 18, 2022**

Effective: April 18, 2022

Percent AMI	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30%	\$23,200	\$26,500	\$29,800	\$33,100	\$35,750	\$38,400	\$41,910	\$46,630
50%	\$38,650	\$44,150	\$49,650	\$55,150	\$59,600	\$64,000	\$68,400	\$72,800
80%	\$61,800	\$70,600	\$79,450	\$88,250	\$95,350	\$102,400	\$109,450	\$116,500

[Source - HUD Website - Click Here](#)

Median Family Income - Austin Round Rock MSA	\$110,300	
80% equals	\$88,240	
2022 Median HH Income for Parks Service Areas:	Income	% of Area Median Income
Cape's Pond	\$50,214	46%
Haynes Street	\$47,103	43%
Swift Memorial	\$62,280	56%
Victory Gardens	\$45,464	41%

Application Completeness Check for PROJECTS

Evaluated by: Lorena Escobar and Carol Griffith
Date: 05/05/23-05/09/23

Cape's Pr

Initial Questions

Did the agency submit a completed application (pages 7-22)?	yes
Did the agency fill out and sign the Conflict of Interest Questionnaire on page 19?	yes
Did the agency sign the Certification on page 22?	yes

Required Attachments

Required:

____ Board of Directors list including position/title on board.	yes
____ Contact numbers for Board Chair or President and Treasurer.	yes
____ Resolution or Board Minutes showing approval to apply and designation of person who will sign documents on behalf of the organization.	yes
____ Organization Chart	yes
____ Articles of Incorporation	NA
____ Bylaws	NA
____ Tax Exempt Determination Letter (for non-profit organizations)	NA
____ Organization’s Current Budget and Proposed Budget for next fiscal year	NA
____ Most recent audit or CPA prepared review.	yes
____ Description of employees, board members, volunteers who will work with the project	yes
____ Non-discrimination Policy Statement	yes

If applicable:

____ Service area boundary for area benefit projects	yes
____ Fee schedule or structure for the project proposed for funding	NA
____ Copy of program application if one is used to select beneficiaries	NA
____ Description of how applicant income will be determined if there are direct beneficiaries	NA
____ Detailed explanation of any lawsuits, judgments, or bankruptcy proceedings	NA
____ Job descriptions for new positions expected to be filled using CDBG funding	NA

Please attach the following documents with your application, as applicable:

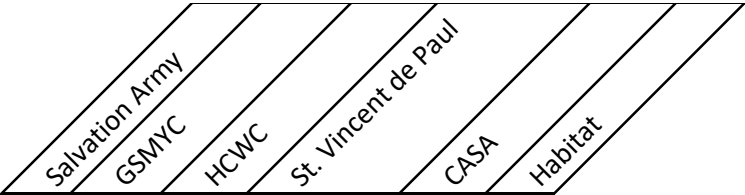
____ Most recent balance sheet and financial statement	NA
--	----

Items needed prior to execution of subrecipient agreement, but not at time of application

Does agency have a unique entity identifier? This is required prior to execution of a subrecipient agreement but does not have to be in place at time of application.	yes
Does agency have an active registration on sam.gov? This is required prior to execution of a subrecipient agreement but does not have to be in place at time of application.	yes

Application Completeness Check for PROGRAMS

Evaluated by: Lorena Escobar and Carol Griffith
Date: 05/05/23-05/09/23



Initial Questions

Did the agency submit a completed application (pages 9-23)?	yes	yes	yes	yes	yes	yes
Did the agency fill out the Conflict of Interest Questionnaire on page 20?	yes	yes	yes	yes	yes	yes
Did the agency sign the Certification on page 23?	yes	yes	yes	yes	yes	yes

Required Attachments

Required:

____ Board of Directors list including position/title on board.	yes	yes	yes	yes	yes	yes
____ Contact numbers for Board Chair or President and Treasurer.	yes	yes	yes	yes	yes	yes
____ Resolution or Board Minutes showing approval to apply and designation of person who will sign documents on behalf of the organization.	yes	yes	yes	yes	yes	yes
____ Organization Chart	yes	yes	yes	yes	yes	yes
____ Articles of Incorporation	NA	yes	yes	yes	yes	yes
____ Bylaws	NA	yes	yes	yes	yes	yes
____ Tax Exempt Determination Letter (for non-profit organizations)	yes	yes	yes	yes	yes	yes
____ Organization’s Current Budget and Proposed Budget for next fiscal year	yes	yes	yes	yes	yes	yes
____ Most Recent audit or CPA prepared review.	yes	yes	yes	yes	yes	yes
____ Description of employees, board members, volunteers who will work with the project	yes	yes	yes	yes	yes	yes
____ Non-discrimination Policy Statement	yes	yes	yes	yes	yes	yes

If applicable:

____ Fee schedule or structure for the project proposed for funding (<i>see Application p. 13 item 3</i>)	NA	NA	NA	NA	NA	NA
____ Copy of program application if one is used to select beneficiaries	NA	NA	NA	NA	NA	NA
____ Analysis of program or service expansion if this is not a new service. (<i>Application p. 13 Item 1</i>)	yes	yes	NA	yes	NA	yes
____ Description of how beneficiaries will be selected (if not by application form) (<i>Application Question A Program Summary on p. 10</i>)	yes	yes	NA	yes	yes	yes
____ Description of how applicant income will be determined if there are direct beneficiaries (<i>Application p. 14 Item B3</i>)	yes	yes	NA	yes	NA	yes
____ Detailed explanation of any lawsuits, judgments, or bankruptcy proceedings (<i>just see if any documents are provided</i>)	NA	NA	NA	NA	NA	yes
____ Job description for new positions expected to be filled using CDBG funding (<i>see p. 17 required attachments list to determine whether they are hiring new people</i>)	NA	NA	NA	NA	NA	NA

Items needed prior to execution of subrecipient agreement, but not at time of application

Does agency have a unique entity identifier? This is required prior to execution of a subrecipient agreement but does not have to be in place at time of application. (Application p. 17 item 5)	no	yes	yes	no	yes	yes
Does agency have an active registration on sam.gov? This is required prior to execution of a subrecipient agreement but does not have to be in place at time of application. (Application p. 17 item 6)	yes	yes	yes	unknown	yes	yes

(we will need to check both these items prior to signing agreement)