

PY 2020-2021 CDBG PROJECT RISK ASSESSMENT FORM modified for CDBG-CV program	Max Points	Community Action	Veteran Services Office	
1. Completeness of Implementation Planning	25	25	15	
2. Project Experience	25	5	25	
Subrecipient's prior experience with this size and type project 0-2 years = 25 points 3-5 years = 15 points > 5 years = 5 points				
3. Regulatory Compliance	15	5	15	CA-duplication of benefits
No Experience with Income Determination, No Experience with Duplication of Benefits, No SAM's registration = 5 points each				
4. Program or Project Funding	5	5	2.5	VSO - other resources for veterans only
CDBG funds only = 5 points (0 if CPA statement* provided)				
Other sources of funds indicated, but not committed = 2.5 points (0 if CPA statement* provided)				
Other funds committed = 0 points				
*CPA statement that the entity has enough financial capacity to complete the project or program on a reimbursement basis				

5. Subrecipient Organization	7.5	0	0
Newly created entity = 5 points			
Well established, but no prior CDBG or Federal experience = 2.5 points			
Prior experience with CDBG or other Federal programs = 0 points			
6. Subrecipient History, If Previously Funded	22.5	0	0
Monitoring findings or concerns in both of the past two years = 5 points (fixed at time of monitoring = 2.5 points)			
Monitoring findings or concerns in year one only of the past two years = 2.5 points (fixed at time of monitoring = 1 point)			
Project over budget in both of the past two years = 5 points			
Project over budget in year one only of the past two years = 2.5 points			
Project exceeded schedule in both of the past two years= 5 points			
Project exceeded in year one only of the past two years = 2.5 points			
Ability to deliver project within budget and on schedule = 0 points			
Any special contract conditions needed = 2.5 points			
Substantiated citizen or beneficiary complaints in the past two years = 5 points			
	100	40	57.5

Risk Categories:

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

Risk Evaluated by:

SCORING	Community Action	Veteran Services Office	
1. Program Description and Outcomes: Maximum of 20 Points			
a. Program Description - Maximum of 15 Points: The activity will be evaluated on the clarity and completeness of program proposal: Excellent, 15 points; good, 10 points; average, 5 points; and poor, 0 points.	15	10	
b. Outcomes - Maximum of 5 Points: Applicant has clearly defined objectives focusing on results and measurable outcomes vs. only program activities and numbers served. Provision of Case Management in addition to emergency payments is encouraged.	0	5	CA: # served VSO: Case Mgmt
2. Impact and Cost Effectiveness: Maximum of 30 Points	27	30	
The activity will be evaluated on:			
• impact on the identified need			
• implementation costs compared to impact (overhead cost per beneficiary)			150 beneficiaries CA: \$642 VSO: \$407
• use of available resources (financial, staff, volunteer)			
• leveraged resources			
3. Implementation Readiness: Maximum of 25 Points	25	15	VSO: info lacking about duplication of benefits, timeline, and marketing
Best: The application demonstrates that resources needed to manage the proposed activity are available and ready.			
Acceptable: The application demonstrates an understanding of Federal rules for procuring contractors.			
4. Past Performance: Maximum of 25 Points	25	25	Both: experience in similar programs but without income limits
Applicants must not have no outstanding audit deficiencies, findings, or disallowed costs from previous programs.			
If previously funded within the past three years, the applicant has a strong record in managing previous HUD 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 HUD 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. The applicant demonstrates the viability of the organization and the ability to comply with HUD funding regulations.			
	92	85	

COMPLETENESS	Community Action	Veteran Services Office
All information requested in application provided	complete	would have preferred to see indication of higher level approval to submit application; other missing items OK since governmental entity
Answers provided to questions in application	complete	missing: duplication of benefits, timeline, marketing