

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

<b>5. Subrecipient Organization</b>	<b>7.5</b>		
Newly created entity = 5 points			<b>5</b>
Well established, but no prior CDBG or Federal experience = 2.5 points			
Prior experience with CDBG or other Federal programs = 0 points		<b>0</b>	
<b>6. Subrecipient History, If Previously Funded</b>	<b>22.5</b>		
Monitoring findings or concerns in both of the past two years = 5 points (fixed at time of monitoring = 2.5 points)		<b>0</b>	<b>0</b>
Monitoring findings or concerns in year one only of the past two years = 2.5 points (fixed at time of monitoring = 1 point)		<b>0</b>	<b>0</b>
Project over budget in both of the past two years = 5 points		<b>0</b>	<b>0</b>
Project over budget in year one only of the past two years = 2.5 points		<b>0</b>	<b>0</b>
Project exceeded schedule in both of the past two years= 5 points		<b>0</b>	<b>0</b>
Project exceeded in year one only of the past two years = 2.5 points		<b>0</b>	<b>0</b>
Ability to deliver project within budget and on schedule = 0 points		<b>0</b>	
Any special contract conditions needed = 2.5 points		<b>0</b>	<b>2.5</b>
Substantiated citizen or beneficiary complaints in the past two years = 5 points		<b>0</b>	<b>0</b>
	<b>100</b>	<b>5</b>	<b>75</b>

**Risk Categories:**

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

**Risk Evaluated by:**

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SCORING	Community Action	Veteran Services Office	Notes
<b>1. Program Description and Outcomes: Maximum of 20 Points</b>			
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	0	Veteran Services Submitted an incomplete application.
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.	5	0	
<b>2. Impact and Cost Effectiveness: Maximum of 30 Points</b>	30	25	Cost breakdown provided.
The activity will be evaluated on:			
• impact on the identified need			
• implementation costs compared to impact (overhead cost per beneficiary)			
• use of available resources (financial, staff, volunteer)			
• leveraged resources			
<b>3. Implementation Readiness: Maximum of 25 Points</b>			
Best: The application demonstrates that resources needed to manage the proposed activity are available and ready.	15	0	VET Services application -Not enough information provided to make determination
Acceptable: The application demonstrates an understanding of Federal rules for procuring contractors.	10	0	
<b>4. Past Performance: Maximum of 25 Points</b>			
Applicants must not have no outstanding audit deficiencies, findings, or disallowed costs from previous programs.			Not enough information provided to make determination
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.	25		VET Services application -Not enough information provided to make determination
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.			VET Services application -Not enough information provided to make determination
	<b>100</b>	<b>25</b>	

COMPLETENESS	Community Action	Veteran Services Office
All information requested in application provided	YES	No, Application Incomplete
Answers provided to questions in application	YES	No, Application Incomplete