

## CDBG-MIT Infrastructure Application Scoring Rubric

Categories	Maximum Points	Percentage of Points
Cost to Implement/Calculated Benefit	90	33%
Program Strategy	60	22%
Leverage of Additional Resources	40	15%
Demographic Need	30	11%
Program Feasibility	30	11%
Readiness to Proceed	20	8%
<b>Maximum Total Points</b>	<b>270</b>	<b>100%</b>

### Cost to Implement/Calculated Benefit (90 Points)

The purpose of the Cost to Implement/Calculated Benefit score is to gauge the positive result that is expected once the project is completed and to assess the living conditions of target area residents. This criterion is a combination of objective factors and qualitative factors in order to be able to compare similar projects against each other.

Points for Cost to Implement/Calculated Benefit will be awarded by a review panel. Critical to this assessment is the level of benefit that is documented in the application. If the applicant fails to provide documentation of the described benefit the applicant will receive a score of zero (0) points for this section. **Any applicant that scores 0 points on this criterion will be ineligible for funding.**

The following factors will be considered:

- The impact of the project on the identified disaster the applicant is seeking to mitigate. The following items will be considered while scoring: If the effect of the disaster will be fully mitigated via phasing or other concrete and specific near-term efforts (e.g., funding applications submitted, programs initiated, etc.), the effect of the disaster will be partially mitigated or otherwise addressed, the effect of the disaster will be minimally mitigated or the proposed solution is unrelated to projected disasters; and

- The activity’s impact on the benefiting population’s quality of life and living environment; and
- The number of persons benefiting; and
- The cost per person benefiting (the cost per person is calculated by dividing the total CDBG-MIT grant by the total number of people benefiting, i.e., the total population of the target area or the total number of projected clientele to be served). Cost per person benefitting will be compared to other similar applications based on a percentile rank.

**Program Strategy (60 Points)**

All applications will include a detailed approach to addressing the target area’s disaster mitigation needs using the proposed CDBG-MIT assistance along with other near-term sources of assistance and other resources. Resources could include, for example, local code enforcement efforts as well as the implementation of other local ordinances. The application should demonstrate how CDBG-MIT funding, along with other efforts, will mitigate against disaster risks. Additionally, applicants must describe how the proposed infrastructure activities will affect members of protected classes under Fair Housing and Civil Rights Laws, racially and ethnically concentrated areas and vulnerable communities. Projects that negatively impact members of protected classes will not be considered for funding.

The following factors will be considered for Program Strategy:

1. Analysis of the community disaster mitigation needs (Water, Sewer, Street, Drainage, Housing, and Building/Public Facility)
  - a. Plans/strategies to address those community needs
  - b. Efforts the applicant has made to address the identified needs
2. Effect on members of protected classes
3. Analysis of the alternative target areas
  - a. A clear and valid rationale for the alternative target area selection
  - b. The alternative target area included in at least one concentration map
4. An analysis of the proposed solution
  - a. The proposed solution appears to mitigate against the effects from the disaster proposed in the application narrative
  - b. Evidence in the application that the proposed activities are consistent with the applicant’s plan
5. An analysis of the alternative solution(s)
  - a. The alternative solution(s) would make a reasonable impact on the problem(s)
  - b. The alternative solution(s) have reasonable cost(s)
  - c. The alternative solution(s) have a reasonable justification
6. Operation and maintenance

- a. The operation and maintenance of the proposed project have been considered and documented with letters of intent. **Applicants who fail to address operation and maintenance of the proposed activity will not be considered for assistance.**
- b. Steps taken to adopt practices, programs, policies, or ordinances to prevent future damage from the identified disaster

7. Required maps

**Demographic Need (30 Points)**

Demographic Need points will be calculated by DCA based on three factors: absolute number of people in poverty, percentage of people in poverty, and median income. The number and percentage of persons in poverty and the median household income will be based on the most recent data that is consistent as of the same point of time for all applicants. These factors are detailed below:

- **Absolute number of people in poverty:** Applicants will be compared in terms of the number of persons whose incomes are below the poverty level. Scores will be obtained by dividing each applicant's number of persons in poverty by the greatest number of persons in poverty of any eligible local government and multiplying by 10.
- **Percentage of people in poverty:** Applications will be compared in terms of the percentage of population below the poverty level in the entire jurisdiction. Scores will be obtained by dividing each applicant's percentage of persons in poverty by the highest percentage of persons in poverty of any applicant in the group and multiplying by 10.
- **Median household income:** Applicants will be compared in terms of their median household income. Scores will be obtained by dividing each applicant's median household income into the lowest median household income of any eligible local government and multiplying by 10.

**Leverage of Additional Resources (30 Points)**

Total dollar value of leverage for each applicant will be calculated and then divided by the total population of the applicant in order to obtain a per capita leverage figure reflective of each applicant's relative effort. The applications will then be ranked based on per capita leverage amounts, from no leverage (no points) to highest per capita leverage (maximum 30 points) and points assigned based on the percentile ranking. If no applicant has \$0 leverage, a proxy score of \$0 will be inserted to ensure that if leverage is provided by the applicant a score greater than \$0 will result.

For example, if an applicant's per capita leverage amount is \$300 and if \$300 represents a percentile score of 50 percent, the leverage points will be 15 ( $.50 \times 30 = 15$ ).

**Program Feasibility (30 Points)**

The Program Feasibility criterion is designed to test for items beyond the threshold requirements

that are critical in carrying out the project in a timely manner, within budget, in compliance with HUD's requirements, and that establish clear standards for project implementation, such as complete engineering and architectural reports and consistency across narratives, budgets, and cost estimates.

Feasibility points will be based on an analysis of the following factors:

1. Verification and reasonableness of costs
  - a. Commitment of all project financing sources
  - b. Reasonableness of costs and adherence to requirements
2. Operational Needs and Property Acquisition
  - a. New service being provided/beneficiaries' willingness to participate
  - b. Will acquisition be required?
3. Adequacy of planning for compliance with applicable state and federal laws.
4. Adequacy of methodology to establish target area demographics
5. Completion of PER/PAR to required standards

### Readiness to Proceed (20 Points)

Readiness to Proceed points will be based on the following factors:

1. Plans and specifications for the project are finalized and have been approved by the appropriate local, state, or federal authorities (7 points).
2. All real estate (including easements and rights-of-way) needed for the project have been acquired in accordance with applicable requirements (7 points).
3. All Environmental Reviews (including the Section 106 Review & NEPA Review) for the project have been completed and documentation has been provided (4 points).
4. Procurement of professional services (i.e., grant administrators and/or engineers/architects) documentation and processes for the project have been approved and documentation has been provided (2 points).

*Points awarded for the Readiness to Proceed criteria will be zero (0) or the maximum amount. Applicants will not be awarded partial points for incomplete activities. In other words, if the applicant has made progress with obtaining the required rights-of-way, but has not completed the process, the applicant will receive zero (0) points. However, if the applicant has completed the acquisition process and provides adequate documentation, the applicant will receive seven (7) points.*