

## 2019 CDBG RATING AND RANKING

Date of Review \_\_\_\_\_

Town/City of \_\_\_\_\_

Project \_\_\_\_\_

Reviewer \_\_\_\_\_

Project Need	_____	<div>0</div>
Capacity	_____	<div>0</div>
Construction /Environmental	_____	<div>0</div>
Fair Housing	_____	<div>0</div>
Total Score	_____	<div>0</div>

Project Need	28
Capacity	27
Construction/Environment	25
Fair Housing	<u>20</u>
<b>Total Score All Categories</b>	<b>100</b>

## Project Need /Impact - 28 Points

Number of housing units, jobs, or businesses to be assisted

For each of the evaluation areas below, an applicant will receive points only for the criterion that yields the highest number of tabled points.

### 1.2 - Bonus Points

If project is a housing development project

2.5

If project is in the state-sponsored housing portfolio

3

### 1.5c - Income Levels Served

a)	Area Benefit	<80% LMI	3
b)	Direct Benefit Housing	<80% LMI	5
c)	Limited Clientele	<80% LMI	3
d)	Direct Benefit Jobs	<80% LMI	2

### 1.7 - Relocation

Permanent/temporary relocation is required, and there is no plan	-10
Permanent relocation is required, and there is a relocation plan	-5
Temporary relocation with a plan	0
There is no relocation required	2

### 2.1 - Source Documents

Hsg. rehab. prog. waiting list updated within the last 6 months (on form provided) <b>AND</b> waiting list has at least 3 times more households than the proposed # of units	8
Hsg. rehab. prog. waiting list updated within the last 6 months (on form provided) <b>AND</b> waiting list has at least 2 times more households than the proposed # of units	6
Hsg. rehab. prog. waiting list updated within the last 6 months (on form provided) <b>AND</b> waiting list has more households than the proposed # of units but fewer than 2 times more	4
Hsg. rehab. prog. waiting list updated within the last 6 months (on form provided) <b>AND</b> waiting list has the same # of households or less as the proposed # of units	2
Waiting list not updated within the last 6 months and/or not on form provided	-8
Pictures & reports of severe deterioration of infrastructure, public facility, etc.	7
Project consistent with Capital Needs Assessment or inconsistent with a compelling reason	8
Project not consistent with Capital Needs Assessment with no compelling reason	-8

**5.1b - Impact**

Town meets the goals listed in its current local Plan of Conservation & Development

Yes, and there is a copy of the section of the approved Plan relevant to the project enclosed	2
No or copy of the section of the approved Plan relevant to the project is not enclosed	0

**5.1d - Community Revitalization Strategy (CRS)** 

Town has a CRS designation, and this application is in support of the CRS

**5.2 - Letters of Support** 0.1 point/per letter up to 0.5 points total **Public Investment Community (PIC)** **The towns eligible for PIC scores:**

Ansonia, Ashford, Beacon Falls, Bloomfield, Brooklyn, Chaplin,  
Derby, East Haven, East Windsor, Enfield, Griswold, Groton, Hampton,  
Killingly, Mansfield, Montville, Naugatuck, Plainfield, Plainville, Plymouth, Putnam  
Scotland, Seymour, Sprague, Stafford, Sterling, Thomaston, Torrington, Vernon,  
Voluntown, Wethersfield, Winchester, Windham, Windsor

**Total Score for Project Need**

## Capacity - 27 Points

### 3.1 - Staff Capacity

a) The members of the Applicant Team have experience with the CDBG program and have had excellent performance on open/closed grants (timely and accurate reporting, no citizen complaints, and effective and timely resolution with regards to any monitoring findings and/or concerns) in the last 5 years.	3
b) The members of the Applicant Team have experience with the CDBG program and have had some performance issues on open/closed grants (untimely and inaccurate reporting, 1-3 citizen complaints, issues with complaint resolution, and repeated or prolonged monitoring findings and/or concerns) in the last 5 years.	0
c) The members of the Applicant Team lack experience with the CDBG program <b>OR</b> are experienced but have had significant performance problems on open/closed grants (untimely and inaccurate reporting, 4 or more citizen complaints, issues with complaint resolution, and repeated or prolonged monitoring findings and/or concerns) in the last 5 years.	-3

### 3.2 - Number of Non-SC Projects Completed On Time & Within Budget

a)	1 - 5	0.5
b)	6 and more	1

### 3.3 - Completed Small Cities CDBG Grants

In the 4 years prior to 2018 (i.e., 2014, 2015, 2016, and 2017 awards), the number of grants completed within the original budget period.

a)	None	-1
b)	1-2	1
c)	3 or more	2
d)	Never received an award	0

### 3.3 - Number of Small Cities Grants Currently Open

a)	1 or none	2
b)	2	1
c)	3	-1

### 3.4 - Subrecipient Agreement

A subrecipient agreement is required and was submitted with the application	1
No subrecipient agreement is required	1
A subrecipient agreement is required but was not submitted	-1

**3.5/3.6 - Compliance**

Is either the applicant or subrecipient entity named in any DOH monitoring finding or repeated concern related to housing, economic development, community development, fair housing, EEOC, etc., or is any such audit finding or concern pending or foreseeable? Also, has the applicant cancelled/rescheduled a monitoring visit in the last year?

a)	Yes	-2
b)	No	2

**3.6 - Litigation**

Is either the applicant or subrecipient entity named in any litigation related to housing, economic development, community development, fair housing, EEOC, etc., is any such litigation pending or foreseeable, or has there been an adverse decision in the last 4 years?

a)	Yes	-1
b)	No	1

**3.6 - Citizen Complaints**

Is either the applicant or subrecipient entity named in any citizen complaint related to housing, economic development, community development, fair housing, EEOC, etc., or is any such citizen complaint pending or foreseeable?

a)	Yes	-2
b)	No	2

**3.7 - Returned Funds**

Has the applicant returned Small Cities funds to DOH in the last 3 years?

a)	Yes	-2
b)	Yes, but reason was justifiable or pertained to a prior management team	0
c)	No	2

**4.1 - Non-State Funds Leveraged**

a)	At least 5%	0.5
b)	At least 10%	2
c)	At least 20 %	3
d)	At least 30%	4
e)	At least 40%	5

**4.1 - Level of Commitment for 100% Leveraged Funds**

a)	Firm	2
b)	Conditional	1
c)	Pending/No Commitment	0

**4.2 - Program Income on Hand as of December 31, 2018**

a)	\$0 - \$25,000	1
b)	\$25,001 - \$50,000	-1
c)	\$50,001 and above	-5

**8 - The Town Staffperson Who Will Work on The Project/Program  
Attended the SC Application Workshop Held in January 2019**

a)	Yes	3
b)	No	0

**Total Score for Capacity**

**4.4 Site & Bldg Report**

\_\_\_Y(10) \_\_\_N(0)

**SITE & BUILDING REPORT SEC. 2 PROPERTY INFORMATION**

Location Map

\_\_\_Y(5) \_\_\_N(0)

Exist Zon'g Info (for additions only)

\_\_\_Y(5) \_\_\_N(0) \_\_\_NA(5)

**SITE & BUILDING REPORT SEC. 3 PROPERTY/SITE ASSESSMENT****I. Site Conditions**

FEMA FIRM Map

\_\_\_Y(15) \_\_\_N(0)

Is the project in a Flood Plain?

\_\_\_Y 500 \_\_\_Y 100 \_\_\_Y FWay \_\_\_N

Flood Plain Approval/Certification Needed

\_\_\_Yes(-25)

\_\_\_Yes(-15)

\_\_\_Yes (-10)

\_\_\_No (0)

Not started process

Started major issue

Started minor issue

**III. Environmental Site Conditions**

\_\_\_0 (10) \_\_\_1-2 (5) \_\_\_3≥(0)

Phase I submitted

\_\_\_Y(10) \_\_\_N(0)

Ph II submitted Per Ph I

\_\_\_Y(5) \_\_\_N(0) \_\_\_NA(5)

**IV. Environmental Bldg. Conditions**

\_\_\_NA (10) \_\_\_0(10) \_\_\_1-2 (5) \_\_\_3 ≥ (0)

HazMats Rpts submt'd

\_\_\_Y(5) \_\_\_N(0) \_\_\_NA(5)

Notification Materials Submitted to DOH?

\_\_\_Y(0) \_\_\_N(-5) \_\_\_NA(0)

**SITE & BUILDING REPORT SEC. 4 BUILDING INFORMATION**

SHPO notification letter

\_\_\_Y(5) \_\_\_N(0) \_\_\_NA(5)

SHPO response letter

\_\_\_Y(5) \_\_\_Pend(3) \_\_\_NA(5)

**SITE & BUILDING REPORT SEC. 5 BLDG ASSESSMENT**

Interior Photos

\_\_\_Y(5) \_\_\_N(0) \_\_\_NA(5)

Exterior Photos

\_\_\_Y(5) \_\_\_N(0) \_\_\_NA(5)

Capital Needs Assessment (Housing Authorities only)

\_\_\_Y(5) \_\_\_N(0) \_\_\_NA(5)

**4.4.B. COORDINATION/APPROVALS/CLEARANCES****I. # of Non-Zoning Approvals/Clearances Needed**

\_\_\_0 (5) \_\_\_1 (3) \_\_\_≥2 (0)

**II. Non Zoning Approval/Clearances Supporting Documents**

\_\_\_Y (5) \_\_\_N(0) \_\_\_NA(5)

COMMENTS:

**Standard Project SHEET 1 SCORE:**

110 Possible pts.

**4.5 CONSTRUCTION**

<b>A. Drawings Completion Level</b>	___N(0) ___S(5) ___D (7) ___F(10)	<input type="text"/>
Drawing Formatting	___G(0) ___F(-1) ___P(-2) Good Fair Poor	<input type="text"/>
<b>B. Specifications Completion Level</b>	___N(0) ___S(5) ___D (7) ___F(10)	<input type="text"/>
Specifications Formatting	___G(0) ___F(-1) ___P(-2) Good Fair Poor	<input type="text"/>
<b>C. Electronic Drawings &amp; Specificaions</b>	___Y(0) ___N(-2)	<input type="text"/>
<b>D. Length of Construction Period</b>	___≤6m(10)___6-9m(7)___9-12m(5)___12-15m(0)___>15m(-10)	<input type="text"/>
<b>F. DOH Cost Estimate</b>		
1. Cost Estimate Completeness	___G(5) ___F(3) ___P(0) Good Fair Poor/None	<input type="text"/>
2. Cost Reasonableness	___G(5) ___H(0) ___L(0) Good High Low	<input type="text"/>
<b>H. Drawings &amp; Spec's Compliance Certification</b>	___Y(0) ___N(-25) ___NA(0)	<input type="text"/>
<b>J. Project Development Budget (10)</b>		<input type="text"/>
<b>P1. Consultant Contract (10)</b>		<input type="text"/>
<b>P2. A/E RFP/RFQ/Letter or Script (5)</b>		<input type="text"/>
<b>P3. A/E RFP/RFQ Advertisement (5)</b>		<input type="text"/>
<b>P4. RFP/RFQ Summary or A/E Contact List (5)</b>		<input type="text"/>
<b>P5. A/E Contract (10)</b>		<input type="text"/>
<b>P6. A/E License (5)</b>		<input type="text"/>
<b>P7. A/E Liability Insurance (5)</b>		<input type="text"/>
<b>P8. Construction Procurement Plan (5)</b>		<input type="text"/>
<b>P9. Draft Bid Package (5)</b>		<input type="text"/>
<b>P10. Draft Bid Advertisement or Quote Solicitation Document (5)</b>		<input type="text"/>
<b>P11. Draft Owner Contractor Agreement (10)</b>		<input type="text"/>
<b>P12. Project Responsibility Matrix (10)</b>		<input type="text"/>

**4.6 SUSTAINABLE FEATURES & DESIGN** Fill out I OR II**I. SUSTAINABLE/GREEN**

a. Energy Star Products	___0(0) ___3/4(3) ___5/6(5) ___NA(5)	<input type="text"/>
b. Alternative Energy Sources	___Y(5) ___N(0) ___NA(5)	<input type="text"/>
<b>II. PROOF OF LEED</b>	___Y(10) ___N(0)	<input type="text"/>

<b>III. UTILITY INCENTIVES</b>	___Y(0) ___N(-25) ___NA(0)	<input type="text"/>
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<b>STANDARD PROJECT SHEET 2 SCORE:</b> 140 Max Points	<input type="text" value="0"/>
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<b>STANDARD PROJECT SHEET 1 SCORE:</b> 110 Max Points	<input type="text" value="0"/>
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<b>STANDARD PROJECT TOTAL:</b> 250 Max Points	<b>0.1</b> <input type="text" value="0"/>
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# RESIDENTIAL REHAB PROGRAM

CDBG ATS SCORE SHEET

1 of 1

<b>4.7A.</b> Procurement Process	___Y(5) ___N(0)	<input type="text"/>
Town's Procurement Policy	___Y(5) ___N(0)	<input type="text"/>
Draft Contractor Solicitation Document	___Y(10) ___N(0)	<input type="text"/>
Draft Bid Package	___Y(15) ___N(0)	<input type="text"/>
<b>4.7B.</b> Building/Site Evaluation Process	___Y(10) ___N(0)	<input type="text"/>
Initial Inspection Form	___Y(5) ___N(0)	<input type="text"/>
<b>4.7C-1.</b> Hazardous Material Notification Process	___Y(5) ___N(0)	<input type="text"/>
HazMat Notification Letter	___Y(5) ___N(0)	<input type="text"/>
<b>4.7D.</b> Construction Monitoring Process	___Y(10) ___N(0)	<input type="text"/>
Progress Insp Form	___Y(10) ___N(0)	<input type="text"/>
<b>4.7E.</b> Approvals/Permitting Process	___Y(10) ___N(0)	<input type="text"/>
<b>4.7F.</b> Typical Project Schedule	___G(10) ___F(5) ___P(0) Good Fair Poor	<input type="text"/>
<b>4.7G.</b> 75% Rule/Walk Away Compliance	___Y(20) ___N(0)	<input type="text"/>
<b>4.7H</b> Rehab Stand/Lead/Asbestos Compliance	___Y(15) ___N(0)	<input type="text"/>
<b>4.7I</b> Draft Owner/Contractor Agreement	___Y(15) ___N(0)	<input type="text"/>
<b>4.7J</b> Program Development Budget	___G(10) ___F(5) ___P(0) Good Fair Poor	<input type="text"/>
<b>4.7J-1</b> Cost Estimating Form	___Y(5) ___N(0)	<input type="text"/>
<b>4.7J-2</b> Program Responsibility Matrix	___Y/G (15) ___Y/F (10) ___Y/P (3) ___None(0)	<input type="text"/>
<b>4.7K</b> Construction Administration/Consultant Agreement	___Y(20) ___N(0)	<input type="text"/>
<b>4.7L</b> Pre-Construction Meeting Form	___Y(10) ___N(0)	<input type="text"/>
<b>4.7M</b> Municipal Walk Away Policy	___Y(20) ___N(0)	<input type="text"/>
<b>4.7N</b> Energy Star/Sustainable/Green/Eco-Friendly Products, Recycling/Salvage		
1. Energy Star	___0(0) ___3/4(3) ___5/6(7) ___≥7(10) ___NA(10)	<input type="text"/>
2. Sustainable/Green	___0(0) ___1(3) ___2+(5)	<input type="text"/>
3. Recycling/Salvage	___0(0) ___1(3) ___2+(5)	<input type="text"/>

**PROGRAM TOTAL POINTS**

**0.1**   
250 max pts

0

COMMENTS:

## 4.4.A INFRASTRUCTURE

1. Environmental Remediation Needed	___ Y(0) ___ N(10)	<input type="text"/>
2. Age of property/work item(s)	___ <5yr(0) ___ 5-10(5) ___ 10+(10) ___ NA(10)	<input type="text"/>
3. Last Repairs/Work	___ <5yr(0) ___ 5-10(5) ___ 10+(10) ___ NA(10)	<input type="text"/>
4. Unusual Site Conditions	___ Y(0) ___ N(5) ___ NA(5)	<input type="text"/>
5. <b>FEMA FIRM</b> ___ Y(15) ___ N(0)	<b>Flood Plain?</b> ___ 100 ___ 500 ___ None	<input type="text"/>
<b>FMC begun?</b>	___ Y(0) ___ N(-10) ___ NA(0)	<input type="text"/>
6. Pictures	___ Y(10) ___ N(0)	<input type="text"/>
7. Utilities Expansion	___ Y(0) ___ N(5) ___ NA(5)	<input type="text"/>

## 4.4.B APPROVALS/PERMIT COORDINATION

I. Approvals/Permits Supp. Docs	___ 0(10) ___ 1(7) ___ 2(3) ___ ≥3(0)	<input type="text"/>
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## 4.5 CONSTRUCTION DOCUMENTS:

<b>A.</b> Drawing/Specs Completion Level	___ N(0) ___ S(5) ___ D(10) ___ F(15) None Schematic Develop Final	<input type="text"/>
<b>B.</b> Specifications Format/Completion Level	___ N(0) ___ S(5) ___ D (7) ___ F(10)	<input type="text"/>
<b>C.</b> Electronic Drawings & Specificaions	___ Y(0) ___ N(-2)	<input type="text"/>
<b>D.</b> Length of Construction Period	___ ≤6m(15) ___ 6-9m(10) ___ 9-12m(5) ___ 12-15m(0) ___ >15m(-10)	<input type="text"/>
<b>F.</b> DOH Cost Estimate		
1. Cost Estimate Completeness	___ G(10) ___ F(5) ___ P(0) Good Fair Poor/None	<input type="text"/>
2. Cost Reasonableness	___ G(5) ___ H(3) ___ L(3) Good High or Low	<input type="text"/>
<b>H.</b> Dwgs & Spec's Compliance Certification	___ Y(0) ___ N(-25) ___ NA(0)	<input type="text"/>
<b>J.</b> Project Development Budget	___ G(10) ___ F(5) ___ P (0)	<input type="text"/>

<b>P1.</b> Consultant Contract (15)	<input type="text"/>
<b>P2.</b> A/E RFP/RFQ/Letter (5)	<input type="text"/>
<b>P3.</b> A/E RFP/RFQ Advertisement (5)	<input type="text"/>
<b>P4.</b> RFP/RFQ Summary or A/E Contact List (5)	<input type="text"/>
<b>P5.</b> A/E Contract (10)	<input type="text"/>
<b>P6.</b> A/E License (5)	<input type="text"/>
<b>P7.</b> A/E Liability Insurance (5)	<input type="text"/>
<b>P8.</b> Construction Procurement Plan (10)	<input type="text"/>
<b>P9.</b> Draft Bid Package (5)	<input type="text"/>
<b>P10.</b> Draft Bid Advertisement or Quote Solicitation Document (5)	<input type="text"/>
<b>P11.</b> Draft Owner Contractor Agreement (10)	<input type="text"/>
<b>P12.</b> Project Responsibility Matrix (20)	<input type="text"/>

## 4.6 SUSTAINABLE FEATURES & DESIGN

d. Storm Water Management:	___ Y(5) ___ N(0) ___ NA(5)	<input type="text"/>
e. Other Sustainable/Green Features	___ Y(5) ___ N(0)	<input type="text"/>

INFRASTRUCTURE TOTAL POINTS: 250 Possible Points

0.1

0

## Fair Housing and Equal Opportunity - 20 Points

### Score All Applications:

Total Possible Points = 5

6.1 Was the FHAP complete? **Award points based on the following:**

Response	Points
Incomplete or requires significant revision	0
Complete but needs minor revision	1
Complete	3

6.2 Was a Section 3 Plan submitted? **Award points based on the following:**

Response	Points
Not submitted	-2
Incomplete or requires significant revision	0
Complete but needs minor revision	1
Complete	2

### Score Past Grantees Only (6.3 - 6.6):

Total Possible Points = 15

6.3 Identify Fair Housing Action Steps completed or in progress within the last three years.

**Award points based on the # of steps or actions completed or in progress**

**and back-up documentation including milestones for those items in progress.**

**See Fair Housing Plan Schedule.**

Actions Steps Set Number		# of Steps	Points Awarded
None	None		-2
Set #1	Steps 1, 2, 9, 10, 11, or 12		2 Points Each
Set #2	Steps 3, 4, 5, 6, 7, 8, 13, 14, or 15		1 Point Each

Maximum # of Steps 4

Maximum Score is 8 Pts.

6.4 Enter the number of awards documented by the applicant to Section 3 residents or contractors over the past 3 years. **Award points based on number of contracts awarded.**

Response	Points
0	0
1-3	1.5
>3	3

**6.5** Enter the number of documented good faith efforts made by the applicant to reach Section 3 residents or contractors over the past 3 years.

Response	Points
3	0.5
4	1

**6.6** Document the number of contractor and subcontractor awards made to certified small and minority firms and women's business enterprises over the past three years.

**Award points based on the number of contracts awarded & contracts/certifications.**

Response	Points
0	0
2	1
3	2
4 or more	3

**Score New Applicants Only (6.7 - 6.10-3):**

**Total Possible Points = 15**

**6.7** Is the applicant a new grantee? A new grantee is defined as an applicant that has not received a Small Cities grant within the past 3 consecutive years.

**Award points based on if answer to question is yes or no.**

Response	Points
No	0
Yes	1

**6.8** Identify projects, initiatives, and/or actions that the municipality has taken or are in progress in the past 3 years to promote the principles of Fair Housing. Award points based on the # of actions completed and documentation of such actions. See Past Fair Housing Initiatives Schedule.

Actions Steps Set Number	# of Steps	Points Awarded
None	None	-2
Set #1	Steps 1, 2, 9, 10, 11, or 12	2 Points Each
Set #2	Steps 3, 4, 5, 6, 7, 8, 13, 14, or 15	1 Point Each

Maximum # of Steps 4

Maximum Score is 8 Pts.

**6.9-1** Was an ADA Notice submitted? **Award points based on the following:**

Response	Points
Not submitted or incomplete	0
Complete but needs minor revisions	0.3
Complete	0.5

**6.9-2** Was an ADA Grievance Procedure submitted? **Award points based on the following:**

Response	Points
Not submitted or incomplete	0
Complete but needs minor revisions	0.3
Complete	0.5

**6.10-1** Has the municipality completed or updated a Section 504/ADA Self Evaluation for all of its facilities within the past 3 years? **If submitted, award points based on the following:**

Response	Points
No	-1
Needs Revisions	0.5
Met Requirements	1

**6.10-2** Has the municipality completed or updated a Section 504/ADA Self Evaluation for all of its rules, policies and programs with the past 3 years? **If submitted, award points based on the following:**

Response	Points
No	-1
Needs Revisions	0
Met Requirements	1

**6.10-3** Has the municipality completed or updated a Section 504/ADA Transition Plan for its facilities and its programs within the past 3 years. **If submitted, award points based on the following:**

Response	Points
No	-1
Needs Revisions	0
Met Requirements	3

**Total Score for Fair Housing:**