

2021 CDBG RATING AND RANKING

Enter Grant#

Date of Review:

Town/City of:

Project:

Reviewer:

Remember to input your comments in the appropriate tab and include an asterisk next to the category/section reviewed if there are comments

Initial Review

Project Need

Capacity

Construction /Environmental

Fair Housing

Other

Total Score

Project Need	28
Capacity	27
Construction/Environment	25
Fair Housing	20
Other	3
Total Score All Categories	103

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.

Bonus Points

If project is a housing development project

2.5

If project is in the state-sponsored housing portfolio

3

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

1.3 and 1.4 - 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

Applicants are strongly encouraged to prepare a plan reflecting COVID-19 Safe practices e.g. Handsanitizing stations, mandatory mask wearing, temperature checks, enhanced cleaning procedures and social distancing.

2.1 - Source Documents

Hsg. Rehab. Prog Only. waiting list updated within the last 6 months (on form provided) AND waiting list has at least 3 times more households than the proposed # of units	8
Hsg. Rehab. Prog. Only waiting list updated within the last 6 months (on form provided) AND waiting list has at least 2 times more households than the proposed # of units	6
Hsg. Rehab. Prog. Only waiting list updated within the last 6 months (on form provided) AND waiting list has more households than the proposed # of units but fewer than 2 times more	4
Hsg. Rehab. Prog. Only waiting list updated within the last 6 months (on form provided) AND waiting list has the same # of households or less as the proposed # of units	2
Hsg. Rehab. Prog. Only Waiting list not updated within the last 6 months and/or not on form provided	-8
Infrastructure, Public Facility etc. Pictures & reports supporting severe deterioration	7
-and Need must be clearly defined in Exhibit 2.1	
Infrastructure, Public Facility etc. Pictures & reports don't supporting severe deterioration	-7

PHM ONLY Project consistent with CNA or inconsistent with a compelling reason	8
PHM Only Project not consistent with CNA with no compelling reason	-8
Public Service -Need Clearly defined in Exhibit 2.1	8

5.1B - 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

5.1.C - Community Revitalization Strategy (CRS)

1	
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Town has a CRS designation, and this application is in support of the CRS

5.2 - Community Letters of Support

(Municipal depts, State/Federal Reps/Senators are not applicable)

0.1 point/per letter up to 0.5 points total

0.5	
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Public Investment Community (PIC)

4	
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The towns eligible for PIC scores:

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

Total Score for Project Need

0

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 OR 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 last 4 years, 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

3.5/3.6 - 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 5 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

4.3 - Program Income on Hand as of December 31, 2020

a)	\$0 - \$35,000	1
b)	\$35,001 - \$50,000	-1
c)	\$50,001 and above	-5

4.3.A Does the Town have an acceptable plan for use of PI?

a)	Yes	1
b)	No	-5

Does the Town have an acceptable plan for Reprogramming/Reuse of PI?

a)	Yes	3
b)	No	-5

4.5 D .1 Grant Consultant Procurement and Contract

RFP, was it advertised in Newspaper of Gen. Cir. and Minority paper?

Was the procurement done per CDBG requirements?

Applicant submitted executed contract?

Does the executed contract comply with CDBG requirements?

Is this contract for a Grant Writer only?

Is this contract for a Grant Writer and Administrator?

Is this a multi -year contract?

**8 - The Town Staffperson Who Will Work on The Project/Program
Attended the SC Application Workshop Held in March, 2021**

a)	Yes	3
b)	No	0

Total Score for Capacity 0

4.4 Site & Bldg Report

___Y(10) ___N(0)

Sec 1 General Information

Location Map

___Y(5) ___N(0)

Exist Zon'g Info (for additions only)

___Y(5) ___N(0) ___NA(5)

Sec 2 Site Conditions**I. Flood Plain**

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)

Sec 3 Bldg. Conditions

Environmental Bldg. Conditions

___NA (10) ___0(10) ___1-2 (5) ___3 ≥ (0)

HazMats Rprts submt'd

___Y(5) ___N(0) ___NA(5)

Notification Materials Submitted to DOH?

___Y(0) ___N(-5) ___NA(0)

Sec 4 Building Information

SHPO notification letter

___Y(5) ___N(0) ___NA(5)

SHPO response letter

___Y(5) ___Pend(3) ___NA(5)

Sec 5 Building 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:

Total pts 110

4.5 CONSTRUCTION (From forms exhibit 4.5 & 4.5a)

A. Drawings Completion Level	___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"/>
Specifications Completion Level	___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"/>
Electronic Drawings & Specifaions	___Y(0) ___N(-2)	<input type="text"/>
Length of Construction Period	___≤6m(10) ___6-9m(7) ___9-12m(5) ___12-15m(0) ___>15m(-10)	<input type="text"/>
B. DOH Cost Estimate	___Y(10) ___N(0)	<input type="text"/>
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"/>
C. Project Development Budget (10)		<input type="text"/>
D1. Consultant Contract (10)		<input type="text"/>
D2. A/E Contract (10)		<input type="text"/>
D3. Construction Procurement Plan (5)		<input type="text"/>
P10. Draft Bid Advertisement or Quote Solicitation Document (5)		<input type="text"/>
P11. Draft Owner Contractor Agreement (10)		<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"/>
c. Stormwater Management Practice	___Y(5) ___N(0) ___NA(5)	<input type="text"/>
d. Other Sustainable/Green	___Y(5) ___N(0) ___NA(5)	<input type="text"/>
e. LEED or green building card	___Y(10) ___N(0) ___NA(10)	<input type="text"/>
f. Utility Incentives/rebate ltr	___Y(0) ___N(-25) ___NA(0)	<input type="text"/>
g. Passive House/Net Zero	___Y(10) ___N(0) ___NA(10)	<input type="text"/>

STANDARD PROJECT SHEET 2 SCORE:**STANDARD PROJECT SHEET 1 SCORE:****STANDARD PROJECT TOTAL:****0.1**

0

Total pts 250

RESIDENTIAL REHAB PROGRAM

CDBG ATS SCORE SHEET

1 of 1

4.7	A1. Procurement Process Narrative	___Y(5) ___N(0)	<input type="text"/>
	A2. Town's Procurement Policy	___Y(5) ___N(0)	<input type="text"/>
	A3. Draft Contractor Solicitation Document	___Y(10) ___N(0)	<input type="text"/>
	A4. Draft Bid Package	___Y(15) ___N(0)	<input type="text"/>
B.	B1. Site Evaluation Process Narrative	___Y(10) ___N(0)	<input type="text"/>
	B2. Initial Inspection Form	___Y(5) ___N(0)	<input type="text"/>
C.	C1. Hazardous Material Notification Process	___Y(5) ___N(0)	<input type="text"/>
	C2. HazMat Notification Letter	___Y(5) ___N(0)	<input type="text"/>
D.	D1. Construction Monitoring Process	___Y(10) ___N(0)	<input type="text"/>
	D2. Progress Insp Form	___Y(10) ___N(0)	<input type="text"/>
E.	E1. Approvals/Permitting Process	___Y(10) ___N(0)	<input type="text"/>
F.	F1. Typical Project Schedule	___G(10) ___F(5) ___P(0) Good Fair Poor	<input type="text"/>
G.	75% Rule/Walk Away Compliance	___Y(20) ___N(0)	<input type="text"/>
H.	Rehab Stand/Lead/Asbestos Compliance	___Y(15) ___N(0)	<input type="text"/>
I.	Program Development Budget	___G(10) ___F(5) ___P(0) Good Fair Poor	<input type="text"/>
J	Cost Estimating Form	___Y(5) ___N(0)	<input type="text"/>
K.	Construction Administration/Consultant Agreement	___Y(20) ___N(0)	<input type="text"/>
L.	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"/>
M.	Rehab Program Guidelines	___Y ___N	

PROGRAM TOTAL POINTS

0.1

0

Total Pts 190

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. FEMA FIRM ___Y(15) ___N(0)	Flood Plain? ___100 ___500 ___None	<input type="text"/>
FMC begun?	___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: (exhibit 4.5, A1-A4)

A1. Drawing/Specs Completion Level	___N(0) ___S(5) ___D(10) ___F(15) <small>None Schematic Develop Final</small>	<input type="text"/>
A2. Specifications Format/Completion Level	___N(0) ___S(5) ___D (7) ___F(10)	<input type="text"/>
A3. Electronic Drawings & Specifications	___Y(0) ___N(-2)	<input type="text"/>
A4. Length of Construction Period	___≤6m(15) ___6-9m(10) ___9-12m(5) ___12-15m(0) ___>15m(-10)	<input type="text"/>
B. DOH Cost Estimate	___Y(10) ___N(0)	<input type="text"/>
1. Cost Estimate Completeness	___G(10) ___F(5) ___P(0) <small>Good Fair Poor/None</small>	<input type="text"/>
2. Cost Reasonableness	___G(5) ___H(3) ___L(3) <small>Good High or Low</small>	<input type="text"/>
C. Project Development Budget	___G(10) ___F(5) ___P (0)	<input type="text"/>
D. Dwgs & Spec's Compliance Certification	___Y(0) ___N(-25) ___NA(0)	<input type="text"/>

D1. Consultant Contract (15)	<input type="text"/>
D2. A/E Contract (10)	<input type="text"/>
D3. Construction Procurement Plan (10)	<input type="text"/>
D4. Draft Bid Advertisement or Quote Solicitation Document (5)	<input type="text"/>
D5. Draft Owner Contractor Agreement (10)	<input type="text"/>

4.6 SUSTAINABLE FEATURES & DESIGN

e. Storm Water Management:	___Y(5) ___N(0) ___NA(5)	<input type="text"/>
f. Construction Waste Diversion	___Y(5) ___N(0)	<input type="text"/>

INFRASTRUCTURE TOTAL POINTS:

210 Total pts

0.1

0

Fair Housing and Equal Opportunity - 20 Points

Score Past Grantees Only (6.1 - 6.4):

Total Possible Points = 20

6.1 Identify Fair Housing Action Steps completed or in process 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		3 Points Each
Set #2	Steps 3, 4, 5, 6, 7, 8, 13, 14, or 15		1 Point Each
Maximum # of Steps 3		Maximum Score is 9 Pts.	

6.2 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	3
>3	5

Maximum Score is 5 Pts.

6.3 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	1
4	2

Maximum Score is 2 Pts.

6.4 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
1	1
2	2
3	3
4 or more	4

Maximum Score is 4 Pts.

Score New Applicants Only (6.5 - 6.10):

Total Possible Points = 20

Section 6 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	2

Maximum Score is 2 Pts.

6.5 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	3 Points Each
Set #2	Steps 3, 4, 5, 6, 7, 8, 13, 14, or 15	1 Point Each

Maximum # of Steps 3

Maximum Score is 9 Pts.

6.6 Was an ADA Notice submitted? **Award points based on the following:**

Response	Points
Not submitted or incomplete	-1
Complete but needs minor revisions	1
Complete	2

Maximum Score is 2 Pts.

6.7 Was an ADA Grievance Procedure submitted? **Award points based on the following:**

Response	Points
Not submitted or incomplete	-1
Complete but needs minor revisions	1
Complete	2

Maximum Score is 2 Pts.

6.8 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	1
Met Requirements	2

Maximum Score is 2 Pts.

6.9 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	1
Met Requirements	2

Maximum Score is 2 Pts.

6.10 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	1
Met Requirements	2

Maximum Score is 2 Pts.

Total Score for Fair Housing:

Other

TOTAL POSSIBLE POINTS= 3

7.0 Fiscal and Grants Management

Answer Yes/No

Yes	0	
No	-1	

0

8.0 Consistency with State Consolidated Plan

Answer Yes/No

Does the applicant response indicate	Yes	0	
consistency with the STATE plan?	No	-1	

0

9.0 DOH Training

1 point per training attended up to 3

List any non-required, yet relevant housing & community development trainings attended by municipal staff within the last 2 years as it relates to this Small Cities grant application.

Applicants were encouraged to use table provided in the application

0

10.0 General Application Information

accurately completed all information in this section

inaccurate/incomplete information deduct -1 pt

per occurrence up to -5 points (e.g. no project

address, phone info, incorrect phone contact, FS

Email, FS telephone etc.)

Yes	0	
No	-5	

0

Total Score for Other:

0