City of Bloomington
Partner Program Grants - Public Service Project
Application Scoring Criteria

A: ELIGIBILITY: 8% OF TOTAL SCORE				
Application Must:	**2 POINTS**	**1 POINT**	**0 POINTS**	**POINTS AWARDED**
Demonstrate that the organization is eligible to apply for funding and has provided the required documentation such as IRS Letter of Determination or Tax-Exempt letter.	Yes	NA	No STOP HERE, PROJECT IS INELIGIBLE!	
Provide a connection between the program or service being provided and one of the following HUD National Objectives: ☐Benefit to low/mod income persons – Limited Clientele ☐Benefit to low/mod income persons – Presumed Benefit ☐Benefit to low/mod income persons – Area Benefit Explanations for each of the above can be found in the application under Section A – Project Information.	Application provides a clear connection between the proposed project and how it will meet a National Objective.	Application indicates the project will meet a National Objective but there is no clear connection. However, a connection is possible.	Application does not indicate it will meet a National Objective. There is no possible connection.	

Indicate if the proposed program or service will be: a. A new request not previously funded with CDBG: b: A continuation project: Federal funding cannot be used to replace existing, non-federal funding – Unless the current funding source is no longer available (ie.: funding from another source cut.) The application must clearly state that CDBG funding is not replacing existing funding.	a. Application indicates that it is a new program/service or will provide a quantifiable increase in the level of service through an existing program. CDBG funding will not be used to replace already existing funding. b. Application indicates that the proposed project is a continuation project AND it will provide an expansion of services.	Application indicates it is for a continuation project with the same level of service provided in the past. Funding is vital to the continuation of the program.	At least (1) of the following conditions exists, STOP HERE, the program is ineligible: a. CDBG funding will be used to replace an existing funding source; b. The program will continue without CDBG funding; c. The agency is unable to provide adequate documentation for HUD reporting (Question. A.11)	
Indicate that the services provided are eligible under CDBG guidelines: HUD's Guide to National Objectives: Categories of Eligible Activities/Public Services has been provided for your reference. • The City does not fund general administration (direct or indirect) per agreement with HUD. • Provision of food, clothing, rent and utility assistance or other income payments are allowed as long the payments are made directly to the provider, not the client, and do not exceed 3 consecutive months. • Funding to religious organizations is allowed as long as the provision of service is not limited to congregation members only and participants are not required to attend religious education or services in order to be eligible to receive services. An example would be a food pantry at a local church that is open to all residents in a low/mod income area without additional requirements.	Application clearly indicates that the scope of work is eligible. No portion of the program is ineligible.	Application indicates that a portion of the project is/may be ineligible. Ex: Church-based food pantry requires program participants to attend a bible study class in order to receive services. The food pantry is eligible if the bible study requirement is removed.	Application clearly indicates that funding will be used on an ineligible activity.	

B: COMMUNITY NEED 50% OF TOTAL SCORE				
Application Must:	**10 POINTS**	**5 POINTS**	**0 POINTS**	**POINTS AWARDED**
Provide a clear picture of the proposed program. Based on the project description and justification, do you understand: • The service(s) that will be provided; • How many will be served by the program; • Who will be served by the program; • Where the program will be held.	Application clearly outlines the program. All required elements are included.	Application outlines the program but does not address all of the required elements.	Application does not adequately outline the program. Many/all required elements are missing.	
Address at least (1) priority need identified in the 2020-2024 Consolidated Plan as a high or medium priority, Reviewers may consider adding additional points in Section D if more than one need is addressed.	Proposed project will meet a need identified as a HIGH priority.	Proposed project will meet a need identified as a MEDIUM priority.	Proposed project will meet a LOW priority or does not meet a need identified as a priority.	
Address at least (1) target area or special needs population.	Proposed project will serve both a target area and special needs population.	Proposed project will serve either a target area or special needs population.	Proposed project does not serve a target area or special needs population.	
Address at least (1) goal/objective of the City's Comprehensive Plan. Additional points are awarded to projects that address more than one goal/objective. Reviewers may consider adding additional points in Section D if any other relevant plans, studies, etc. are referenced in a meaningful way.	Proposed project ties to 2 or more goals/objectives of the City's Comprehensive Plan.	Proposed project ties to at least 1 goal/objective of the City's Comprehensive Plan.	Proposed project does not tie to any goals/objectives of the City's Comprehensive Plan.	

| Indicate that the scope of work and outlined goals/outcomes are connected, can be evaluated, and can be achieved within the program year:

• Goals – This is the information the City is required to report to HUD;
• Outcomes – Determine how the beneficiaries benefited from the service provided;
• Data Collection/Evaluation: Should be clearly identified at the start. | Application clearly identifies a scope of work, goals and outcomes that:
a. Are connected;
b. Are measureable; and
c. Can reasonably be attained within the program year.

A clearly identified data collection tool and/or other evaluation method is provided. | Application provides scope of work, goals and outcomes that are likely measurable and attainable but not well written/thought out.

Requesting agency will need additional technical assistance prior to award. | Application does not provide a scope of work, goals and outcomes that are measurable and/or attainable. There is no clear connection between B.1, B.2 and B.3. | |

C. CAPACITY
32% OF TOTAL SCORE

Application Must:	8 POINTS	4 POINTS	0 POINTS	POINTS AWARDED
Indicate prior experience with all sources of grant funding.	Applicant has at least 5 years' experience with grant funding which includes federal funding.	Applicant has 1-4 years' experience with grant funding and no experience with federal funding.	Applicant has less than 1 year experience with grant funding period.	
Indicate prior history with meeting required deadlines.	Applicant always meets deadlines.	Applicant meets deadlines most of the time.	Applicant rarely or never meets deadlines.	
Provide a clear picture of: • Program staffing requirements – both number and level of expertise; • Roles of staff within the program; • Hiring plan/timeline, if necessary; • Staff training plan, if necessary;	Applicant has trained program staff in place. Roles within the program are clearly defined.	Applicant has staff in place, additional training is required; and/or needs to hire staff and has a clearly outlined plan.	Applicant has no staff in place and has not outlined a clear hiring plan.	

Indicate the financial capacity to begin and continue program operations until funds are available for reimbursement of eligible expenditures.	Applicant has the capacity to operate the program for 4-6 months without reimbursement.	Applicant has the capacity to operate the program for 1-4 months without reimbursement.	Applicant does not have the capacity to operate the program without immediate reimbursement.	
D. OTHER **10% OF TOTAL SCORE**	**SCORING CRITERIA**	**MAXIMUM POINTS**	**POINTS AWARDED**	
1. After reviewing the project application, taking into account that the City caps its CDBG public service spending at 15% of the annual allocation, should the City fund this project?	Yes = 1 – 10 points No = 0 points	10		
	TOTAL POINTS POSSIBLE	**100**		