



City of Worcester

Community Development Block Grant (CDBG) Program

Application Guidelines and Scoring Criteria

APPLICATION EVALUATION PROCESS & CRITERIA

1. CDBG applicant RFPs will first be evaluated by the Community Development Advisory Committee (CDAC), a ten (10) member advisory committee comprised of two (2) citizens from each City of Worcester Council District. The CDAC evaluates CDBG RFPs on a 50 point scoring system using the following criteria:
 - Proposal narrative is complete and of good quality (5 points)
 - Proposal addresses a key community need (9 points)
 - Proposal has relevant, clear outcomes and measurements (9 points)
 - Project readiness or delivery plans are reasonable and sound (9 points)
 - Organization or staff has strong experience or capacity (9 points)
 - Proposed program budget leverages funds other than CDBG (9 points)

You will also be expected to provide a brief presentation before the CDAC on the evening of **Wednesday, January 11, 2017**, Worcester Public Library, Saxe Room, 5 Salem St.

2. Your application will then be reviewed by City of Worcester CDBG program staff and administration. City of Worcester program staff will evaluate applications based on:
 - Level of cost reasonableness
 - Experience & quality of past CDBG grant outcome-based performance reporting
 - Level of basic social safety net need addressed
 - Additional “risk assessment” factors as deemed appropriate and necessary by HUD and federal grant guidance and regulations
3. Award decisions are based on the above combined with an assessment of annual funding levels vs. RFP grant funding requests, as well as City of Worcester priorities. The final CDBG Annual Action Plan /annual RFP funding awards are at the discretion of the City Manager, through a formal presentation and recommendation made to the City Council.
4. CDBG grant sub-recipient award notifications are likely to be issued between March and April of 2017, with the CDBG grant program year commencing on **July 1, 2017**.

GENERAL APPLICATION TIPS AND GUIDELINES

Projects and programs should be “SMART”:

S	Specific
M	Measurable
A	Attainable
R	Relevant
T	Time Bound

Performance-Based Reporting:

- Proposal should specify **measurable outputs** and expected **outcomes** to be delivered within the CDBG grant performance and reporting year (July 1, 2017 – June 30, 2018).
- For Public Service proposals, provide the unduplicated number of families/persons who will benefit from the activity for the portion specifically supported by CDBG in the grant performance/reporting year.
- For Public Service proposals, define a method for documenting individual CDBG client eligibility. For Public Service activities this is typically done by verifying client income and services provided to the individual client or household.
- For Public Facility Improvement proposals, failure to factor federal prevailing wage in project cost estimates

Common Mistakes to Avoid:

- Insufficient information to get a clear understanding of the proposal
- Failure to document the need
- Incomplete financial information
- Requesting use of funds that are ineligible per grant program regulations
- Application is incomplete or missing key attachments
- Failure to include measurable outputs and outcomes proposed for work supported by CDBG

Additional Considerations:

- ✓ Proposal should have a clear budget
- ✓ Proposal should be “cost reasonable” (cost should not be too far above industry standards for like services)
- ✓ Proposal includes performance measures
- ✓ Proposed program does not duplicate existing services
- ✓ Proposal responses are within narrative / RFP questions word limit