

## Chapter 7 CDBG Application Procedures

These procedures apply to CDBG applications submitted to Business Oregon. These procedures do not apply to the following types of CDBG projects:

- Community Capacity/Technical Assistance Projects; and
- Emergency Grant Projects.

**Deadline(s): Applications will be accepted year-round on a quarterly basis.** Applications will be rated and ranked and awards announced in accordance with the following schedule. The department will not conduct a quarterly round if remaining CDBG funds are insufficient. Notice of insufficient funds for quarterly rounds will be provided to all known eligible applicants via web site postings, e-newsletters, and listserv distributions.

2017 TIMELINE	ACTION
<b>First Quarter</b> January 1–March 31	Applications will be accepted.
May 2017	Awards announced for applications submitted between January 1-March 31
<b>Second Quarter</b> April 1– June 30	Applications will be accepted.
August 2017	Awards announced for applications submitted between April 1-June 30
<b>Third Quarter</b> July 1–September 30	Applications will be accepted.
November 2017	Awards announced for applications submitted between July 1-September 30
<b>Fourth Quarter</b> October 1–December 31	Applications will be accepted.
February 2018	Awards announced for applications submitted between October 1-December 31 (Note: Applications will be scored, if necessary, under the 2017 Method of Distribution)

In general, the application and award process for CDBG funding consideration shall follow the established application policies and practices established by Business Oregon, for its funding programs, as modified for the CDBG program below:

### STEP 1–Initial Business Oregon Contact/Pre-Project Development

The project proponent contacts the department prior to being invited to submit an application. The project proponent contacts the respective Regional Development Officer (RDO) serving their region to review the proposed project concept and to obtain pre-project development assistance. Contact information for the RDO's can be found on the [department's web site](#).

The RDO and the Community Development Block Grant Regional Project Manager (CDBG RPM) will work with the proponent to provide pre-project development information, including the following:

- There is every reasonable likelihood that the proposed project will meet a federal national objective;
- The applicant is not otherwise ineligible to apply under the program, refer to Chapter 2 for more information;
- The proposed sub-grantee's for housing rehabilitation and microenterprise assistance grants are a certified non-profit meeting the requirements found in the respective chapters of this 2017 Method of Distribution;
- The proposed matching funds, if any, will be secured and readily available at time of application; and
- A preliminary financial review of any proposed water and wastewater final design and/or construction project show that the project is eligible for funding and the monthly user rates are at or will exceed the Threshold Rate Criteria at construction completion of the proposed project. Refer to Chapter 10 for more details.

The proposed project will go through an initial preliminary review by the Project Development Team (PDT) for program eligibility, financial feasibility and readiness to proceed. Once the PDT provides written determination that the project appears ready to proceed, the project can proceed to Step 2, Project Notification and Intake Form (PNIF). The Project Development Team will be comprised of, at a minimum, the RDO, the CDBG RPM, CDBG PPC, and Finance Officer. Projects may be reviewed before or after a “One Stop” meeting.

A “One Stop” meeting may be scheduled, if warranted, or upon request by the proponent. The “One Stop” meeting will provide broad funding perspective and multiple program eligibility considerations and may include several federal and state agencies. “One Stop” meetings are generally held after the project proponent has completed a master plan or facilities plan and/or has estimated costs for final design and construction of the desired improvements.

#### **STEP 2–Project Notification and Intake Form (PNIF)**

Once the project has been reviewed by the PDT and appears ready to proceed and complies with the CDBG program eligibility requirements, the RDO/RPM will prepare a Project Notification and Intake Form (PNIF) with information supplied by the potential applicant. The project proponent must provide sufficient information for the RDO/RPM to complete the form.

**Note: Contact the CDBG RPM for assistance.** Refer to the current Grant Management Handbook for more detailed information. An abbreviated summary of the requirements is identified below:

**Environmental:** According to the NEPA (40 CFR 1500-1508) and Part 58, the responsible entity (RE) (grant recipient) is required to ensure that environmental information is available before decisions are made and before actions are taken. In order to achieve this objective, Part 58 prohibits the commitment or expenditure of CDBG funds until the environmental review process have been completed and if required, receives a Release of Funds from Business Oregon.

The RE is advised to begin the environmental review process as soon as they determine the projected use of HUD assistance (58.30(b)). Therefore, the date on which a project becomes subject to the environmental review requirements is the date the potential applicant commences with STEP 2 of the required application process identified within the Method of Distribution or: 1) the

initial indication of the Recipient’s approval of a specific site for assistance under the program. For other actions that will trigger the environmental review requirements, please refer to the Grant Management Handbook.

**Uniform Relocation Assistance and Real Property Acquisition Requirements (URA):** In accordance with 49 CFR 24.2(a)(22) URA requirements apply to any project where federal financial assistance is received or anticipated in any phase. Therefore, the date on which a project becomes subject to the environmental review requirements is the date the potential applicant commences with STEP 2 of the required application process identified within the Method of Distribution. From this point forward all the federal and state CDBG program requirements apply to the project.

In accordance with HUD Handbook 1378, Chapter 1-4-I-2, please note that other actions will also trigger the URA requirements and need for General Information Notices (GIN), which are explained in more detail in the Grant Management Handbook.

### **STEP 3–Invitation to Apply for Funding Consideration**

The RDO/RPM will route the PNIF form for internal agency review and comment. After internal comment, if the proposed project is determined to qualify for CDBG funding, the proposed eligible applicant will be invited, in writing, by the RDO/RPM to submit a complete application for CDBG funding consideration. All applicants must have been invited to apply for CDBG funding at **least 3 weeks prior** to the application deadline.

If the PNIF is not approved, the project proponent may be asked to improve the project information, or be considered for other Business Oregon programs or referred to other agencies’ programs for potential funding consideration.

### **STEP 4–Application Review and Rating**

One signed original and two complete copies (3-total) of the application must be received by the department no later than 5:00 pm on the application deadline. The application must be signed by the applicant’s highest elected official. Applications transmitted electronically or by fax will not be accepted.

Once an application is received, Business Oregon staff will date stamp the application and provide copies to the Application Review and Rating Team (ARRT) comprised of the CDBG RPM, the CDBG PPC, and a Finance Officer who will bring more in-depth assessment of the project given the function of each member of the ARRT.

During the review process, the state will determine that the applicant is an eligible recipient in accordance with OMB circular A-133 and Section 0.102 of Oregon Accounting Manual 04 03 00.P0 (effective June 1, 1998) and any relevant superseding regulation. If a recipient accepts a CDBG award from the state they agree to monitor any local government or nonprofit organization sub-grantee to whom it may pass the funds to.

The ARRT will review the application to determine if the application contains all the required information, and that the proposed project meets the CDBG threshold requirements, including but not limited to:

- All parts of the application have been properly completed and all attachments were provided;
- Requested amounts are within the program limits i.e., max grant limit, grant administration, engineering/architectural, environmental review, labor standards, construction contingency etc.;
- Applicant is eligible;
- Outcome and performance data was provided;
- National objective and readiness to proceed data was provided;
- Financial viability of the project, and
- All activities are eligible under the CDBG program.

The ARRT will simultaneously, but individually, complete the initial application review within seven (7) calendar days from the department’s application deadline. Following the initial review, the ARRT will convene to complete the review and determine if the application is complete or if additional information or clarification is needed. The ARRT has an additional seven (7) calendar days to complete the final review.

If the application is found to be:

- **Complete**—If the application is determined by the ARRT to be complete, the CDBG RPM will mail the applicant a “complete application letter.” The application will be rated (scored) and provided to the Application Ranking Committee for processing.
- **Incomplete**—If the application is determined to be incomplete, based on the review by the ARRT, the CDBG RPM will provide written notification to the applicant that they have fifteen (15) calendar days to submit any necessary information to make the application complete.
- Upon receipt of additional information to Business Oregon, if the application is found to be:
  - **Complete**—If the application is determined to be complete, based on the additional information provided, the CDBG RPM will mail the applicant a “complete application letter”. The application will be rated (scored) by the ARRT and the application will be provided to the Application Ranking Committee for processing.
  - **Incomplete**—If the application is determined to be incomplete, based on the additional information provided, the application will be **returned** to the applicant for re-submittal during a future quarterly application cycle. The CDBG RPM will mail the applicant a letter with the returned application that identifies the incomplete status. The CDBG RPM will provide project development assistance to the applicant with the missing parts/information so the application can be resubmitted in a future quarterly application cycle.

If, at any point during the application reviewing or rating process, it is determined the project does not meet the requirements or that it needs further development (i.e., to meet the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act or the Federal Environmental Review requirements), a recommendation will be made to the assistant director to suspend the reviewing and rating process. The respective team will document areas where further development is needed. The CDBG RPM will provide project development technical assistance to the applicant and work with the potential applicant on

possible submission in a future competitive application round. The assistant director has the final decision to suspend reviewing and rating and to return the project application to the applicant

#### **STEP 5–Application Ranking**

The Application Ranking Team (ART) will rank all complete applications in accordance with the criteria contained in the 2017 Method of Distribution. The ART will include at least one CDBG PPC, and at least two other internal staff and/or management personnel.

In the event, that demand exceeds available funding, the ranking recommendation may include a backup funding list and may include, for each category, a recommended award “cutoff” line, below which the staff recommends that awards not be made. The “cutoff” line for a particular category will be accompanied by written findings prepared by the committee to support the recommendation.

#### **STEP 6–Senior Management, Association of Oregon Counties (AOC) and League of Oregon Cities (LOC) Review**

Funding recommendations prepared by the Application Ranking Team (ART) will be forwarded to the program services manager and assistant director for review. Once the recommendations are finalized the ART will forward the recommendations to representatives of the League of Oregon Cities (LOC) and Association of Oregon Counties (AOC) for concurrence.

- A summary of the approved funding awards will be presented to the Infrastructure Finance Authority (IFA) Board for their information. The IFA Board has delegated their decision-making authority to the Assistant Director, AOC and LOC representatives, and senior management review process described in this step.
- All funding decisions made through the board delegated process are final. The department reserves the right to not fund any application that it deems not eligible, properly developed, not ready to proceed or supported by the available program resources.
- Business Oregon may award a CDBG grant amount that is different from the amount requested by the applicant. Applicants are not penalized for requesting the maximum grant amount but the department reserves the right to award a grant amount it deems appropriate to complete the project.

#### **STEP 7–Notice of Decision**

The department will notify applicants in writing of their funding status approximately 60 days after the deadline for applications. The award letter for each project will be signed by the CDBG RPM or RDO.

## Rating and Ranking Criteria

Applications from one category will not compete with applications from another category. For example, public works applications will only compete against other public works applications not against housing rehabilitation applications.

**Project Need and Solution:** Maximum point scores will be determined in part by 1) the severity of the identified problem compared to those of other applications received within that funding category; and 2) an analysis of the need for the project, i.e., the severity of identified impact of the problem and the proposed solution. A strong application will show that the proposed use of funds will address the identified need(s) and that the applicant has anticipated and planned for the many factors that can affect successful completion of the project. To view maximum points possible, please refer to the Needs and Solution table on the following page. Applications should clearly and fully address the items identified below:

<b>Application Should Clearly Address the following:</b>	<b>Public Works</b>	<b>Community Facility</b>	<b>Micro-Enterprise</b>	<b>Housing Rehabilitation</b>
The reasonable likelihood the proposed project will meet a national objective: provide principal benefit to low- and moderate-income persons; or address a situation of particular urgency that poses a threat to community health and welfare.	✓	✓	✓	✓
The proposed project is the best available solution, based upon an analysis of other alternatives. Application should provide the details of the analysis.	✓	✓	✓	✓
Applicant needs to provide an analysis and determination of the projects cost reasonableness.	✓	✓	✓	✓
The facility will be of adequate size to provide the proposed level of service. (CF only)		✓		
The facility will not duplicate other services provided in the area. (CF only)		✓		
The Applicant provide a detailed project budget that is adequate and reasonable to complete the project and appropriately following Program Policies and Definitions in Chapter 5 of the Method of Distribution	✓	✓	✓	✓
Applicant provides a project work plan to achieve completion of the project. Work plan is reasonable and realistic to successfully complete. Application provides details of the identified steps, reflecting how the project will be completed within the project completion time line.	✓	✓	✓	✓
Applications for construction and final engineering (architectural services) will be evaluated on the overall project and engineering feasibility. Engineering feasibility reports, final engineering designs, and project cost estimates will be reviewed by the Committee ART and, if needed, a professional engineer's opinion will be obtained.	✓	✓		
Applicants for housing rehabilitation funds must provide a list of potential homeowners to support the need within the sub-grantees jurisdiction, that must include the following: addresses, primary items of repair, date of most recent contact from the proposed non-profit sub-grantee, estimated amount to be requested from the housing rehabilitation fund, a description of any preliminary eligibility work performed and the total estimated dollar amount of the rehabilitation loans or grants on the list.				✓

**For example:**

- **Community Facility:** An application for assistance and/or shelter needed for victims of life threatening situations such as domestic violence and homelessness will score higher than applications submitted which serve the community as a whole or specific groups such as community centers or senior centers.

- **Public Utility:** An application submitted to bring a water or wastewater system into compliance with the Safe Drinking Water Act or Clean Water Act will score higher than an application submitted for a water or wastewater system without non-compliance issues.

	Public Works			Community Facilities			Micro-Enterprise		
	Compliance	Rationing	Health & Reliability	Homelessness/ Hunger/ Safety	Essential Comm. Services	Other– Libraries, Comm. Ctr.	Three Communities	Two Communities	One Community
The reasonable likelihood the proposed project will meet a national objective: provide principal benefit to low- and moderate-income persons; or address a situation of particular urgency that poses a threat to community health and welfare.	5	5	5	5	5	5	5	5	5
The proposed project is the best available solution, based upon an analysis of other alternatives. Application should provide the details of the analysis.	5	5	5	5	5	5	5	5	5
The Applicant provide a detailed project budget that is adequate and reasonable to complete the project and appropriately following Program Policies and Definitions in Chapter 5 of the Method of Distribution	5	5	5	5	5	5	5	5	5
Applicant provides a project work plan to achieve completion of the project. Work plan is reasonable and realistic to successfully complete. Application provides details of the identified steps, reflecting how the project will be completed within the project completion time line.	5	5	5	5	5	5	5	5	5
Applicant needs to provide an analysis and determination of the projects cost reasonableness.	5	5	5	5	5	5	5	5	5
Applications for construction and final engineering (architectural services) will be evaluated on the overall project and engineering feasibility. Engineering feasibility reports, final engineering designs, and project cost estimates will be reviewed by the Application Ranking Team and, if needed, a professional engineer’s opinion will be obtained.	5	5	5	5	5	5			
Rate schedule is updated and ready for adoption or revised rate schedule has been adopted. (PW only)	5	5	5						
The facility will be of adequate size to provide the proposed level of service. (CF only)				5	5	5			
The facility will not duplicate other services provided in the area. (CF only)				5	5	5			
Core Points (max)	45	35	25	40	20	5	55	30	5
<b>TOTAL</b>	<b>80</b>	<b>70</b>	<b>60</b>	<b>80</b>	<b>60</b>	<b>45</b>	<b>80</b>	<b>55</b>	<b>30</b>

Need and Solution Project Type (“Maximum Points Possible” column correlates to the “Need and Solution Points” Table above):

**Public Works**

<b>Project Category</b>	<b>Project Type</b>	<b>Maximum Points Possible</b>
Water and Wastewater	Projects necessary to bring the system into compliance with the Safe Drinking Water Act (SDWA) or Clean Water Act (CWA) requirements and to provide safe, healthy drinking water and wastewater services to the entire community	80
Water System	Waters system planning, design and construction projects necessary to eliminate water rationing. The applicant must demonstrate past (within the last 2 years) and/or consistent water rationing events due to insufficient drinking water quality or supply.	70
Water and Wastewater	Projects necessary for the provision of safe, healthy, reliable drinking water and proper sanitary wastewater service to the entire community	60

**Public/Community Facilities**

<b>Project Category</b>	<b>Project Type</b>	<b>Maximum Points Possible</b>
Projects that reduce homelessness and hunger or pertain to life threatening situations	Homeless Shelters, Food Banks, Shelters for victims of domestic violence	80
Essential community services	Shelters/workshops for people with disabilities, Health Clinics, Mental Health treatment centers, Drug and Alcohol treatment facilities, Fire Stations, Senior Centers, Head Start facilities	60
Other community projects	Libraries, Community Centers, Family Resource Centers	45
<b>Note:</b>	<p>Combination facility will not be considered two separate projects and the applicant will only be eligible for the maximum grant associated with the highest use of the facility. Applications will be rated and ranked based upon the highest use of the facility. Use is defined as “clients served.” If the number of clients served by each type of facility included in the combination facility are equal, the highest use will be determined by the facility type that most closely meets HUD’s priority of ending chronic homelessness and hunger.</p> <p>For a combination Senior Center/Food Bank facility, up to 10 additional points may be granted, based on the ratio of use of the facility, for a maximum of 70 points. Financial need will remain at 20 points.</p>	

**Microenterprise Assistance Public Services**

<b>Project Category</b>	<b>Project Type</b>	<b>Maximum Points Possible</b>
Microenterprise Assistance	3 communities participating in microenterprise assistance project	80
Microenterprise Assistance	2 communities participating in microenterprise assistance project	55
Microenterprise Assistance	1 community participating in microenterprise assistance project	30

**Housing Rehabilitation**

<b>Project Category</b>	<b>Project Type</b>	<b>Maximum Points Possible</b>
Housing Rehabilitation	Priority #1–Eligible health and safety activities including lead-based paint abatement/removal, septic tanks, private sewer lines and drainfields, private water lines and wells and asbestos tests, inspections and assessments.  Improvements necessary to fulfill reasonable accommodation requests.	56-80
Housing Rehabilitation	Priority #2–Construction, rehabilitation, reconstruction, or the installation of improvements to upgrade substandard electrical, plumbing, roofing, siding, insulation, weatherization, heating systems; hot water heaters, and dry rot repairs	31-55
Housing Rehabilitation	Priority #3–Purchase and installation of equipment that is an integral structural fixture. (Items not normally removed from the home, light fixtures, and built-in appliances).	0-30
Housing Rehabilitation Bonus Points	Applicants for housing rehabilitation grants to construct private water or wastewater service laterals, in conjunction with a public works or wastewater grant will receive bonus points.	25
<b>NOTE:</b>	Applications with a combination of priority projects reflected on the wait list will be scored on a percentage basis. For example: Based on a 25-person wait list, 10 projects fall under Priority #1 representing 40% of the total list and the remaining fall under Priority #2, representing 60%. Therefore 40% of the maximum 80 points allowable under Priority #1 would equal 32; 60% of 55 points possible would be 33 for a combined total of 65.	

**Financial Need–20 Points:** To document financial review, refer to the applicable chapter of this MOD for details: Chapter 9 Microenterprise; Chapter 10 Public Works; Chapter 11 Community Facilities; and Chapter 12 Housing Rehabilitation. The Team and the public finance officer complete this review. Below is some general guidance on the documents needed, and review requirements:

- If direct and clear evidence is obtained by the department that the grant funds are not needed and that the project can or will be carried out by the applicant whether or not the grant is awarded, **the application will not be recommended for funding.**
- If an applicant is the owner and operator of the facility, the applicant’s financial records will be analyzed for ability to service debt.
- If an applicant is applying on behalf of a nonprofit or other public entity and the nonprofit or other public entity will be the owner and operator of the facility and the applicant has no responsibility for providing said service, then that nonprofit’s or other public entity’s financial records will be analyzed for the ability to service debt.
- If an applicant is responsible for providing said service (such as mental health), whether or not the applicant is contracting out the operation of the facility to a nonprofit or another public entity, the applicant’s financial records will be analyzed for the ability to service debt.
- Water and wastewater final design and construction grant applicants undergo a financial review to ensure that the monthly user rate at construction completion of the proposed project meets the threshold rate criteria.
- Housing rehabilitation projects will be evaluated by the gap identified between the non-profit’s balance of available funds consisting of cash on-hand (including any prior open CDBG grants) and any other funds readily available to carry-out the proposed owner occupied housing rehabilitation program and the grant request to meet the identified need.
- The regional housing rehabilitation programs will also be evaluated by the number of open CDBG grants the sub-grantee (non-profit) is currently managing and the total unexpended balance. Applications for regions with unexpended CDBG funds will not compete as well as applications for regions with no unexpended CDBG funds.

**Financial Readiness to Proceed–30 points**

To document financial readiness to proceed:

Financial Readiness to Proceed	Maximum Possible Points
All other funds needed to complete the project are available and committed. Application must contain clear and convincing documentation that funds are secured and readily available for the project (i.e., Commitment letter or, for Business Oregon internal funding programs, a signed staff recommendation).	30 points
Applicant has conditional commitment and received a waiver exception from Business Oregon <b>prior to application</b> , as outlined in Chapter 5 of this Method of Distribution.	15 points
Applicant is requesting CDBG funds only.	5 points

**NOTE:** The waiver exception referenced above, must be requested and approved by Business Oregon prior to application submission. Applications submitted without the approved waiver exception, will not move forward in the application scoring process. (See Chapter 5 of this Method of Distribution for the process to submit a request for a waiver.

(The expected date of funding determination is not considered a “commitment” as there is no guarantee that a project will be funded.) If all of the funds are not committed, and the funds are anticipated to come from a private funding source, the applicant must provide a back-up financing plan.

**Project Readiness to Proceed–20 Points**

**To document project readiness to proceed:**

- Business Oregon expects all awarded projects will start drawing funds four (4) months following the date of grant contract execution. The application must clearly and concisely document how this will be achieved. (Final design and construction public water/sewer or public/community facility grants must be administratively closed within 36 months of grant execution. Design only projects and Housing Rehabilitation projects must be administratively closed within 24 months of grant execution. Microenterprise assistance projects must be administratively closed within 12 months of grant execution.)
- If the project overlaps municipal boundaries, attach an executed copy of an intergovernmental cooperation agreement that sets out the duties and obligations of each entity.
- If the applicant will own the facility and another nonprofit or other entity will operate the facility, attach a draft of the operating agreement between the parties.
- If applicable, all land use approvals needed for the project have been secured; documentation must be included with the application.

**Bonus points depends on project type**

<b>Project Readiness to Proceed Bonus Criteria</b>	<b>Bonus Points</b>	<b>PW</b>	<b>CF</b>	<b>HR</b>	<b>Micro-E</b>
Applicant or the related governing body attended either an asset management training or effective utility management training in the past 12 months	2 points	✓			
Complete an Business Oregon reviewed Section 3 Plan	2 points	✓	✓	✓	✓
Complete an Business Oregon reviewed Limited English Proficiency Plan	2 points	✓	✓	✓	✓
Adopted a Fair Housing Resolution	2 points	✓	✓	✓	✓
ERR level is identified	2 points	✓	✓	✓	✓
Architectural design(CF) or System improvement design work done approved by regulatory agency (PW)	5 points	✓	✓		
ERR is completed per CDBG requirements (ready to publish)	5 points	✓	✓	✓	✓
Property/easements acquired	5 points	✓	✓		
<b>Total Maximum bonus</b>		<b>25</b>	<b>23</b>	<b>13</b>	<b>13</b>

To receive credit for any or all bonus points, clear documentation must be included in the application.

**Leveraged Funds–30 points**

Applicants will receive points based upon the percentage of the committed/secured leveraged funds in the project, compared to the CDBG grant requested.

For example:

Total Project Cost:	\$1,200,000
Less Requested CDBG Grant:	\$800,000
Committed Matching Funds:	\$400,000

$\$400,000/\$800,000 \times 100 = 50\%$  This project would be assigned 20 points.

Percent Leveraged Funds in the Project	Maximum Possible Points
75–100%	30 points
51–75%	25 points
26–50%	20 points
1–25%	15 points
0%	0 points

**Total amount of CDBG Funds Requested–10 points**

Total dollar amount of CDBG funds requested	Maximum Possible Points
\$2,500,000 or more	0 points
\$2,000,000–\$2,499,999	2 points
\$1,500,000–\$1,999,999	4 points
\$1,000,000–\$1,499,999	6 points
\$500,000–\$999,999	8 points
\$499,999 or less	10 points

**Percent of Low- to Moderate-Income (LMI) population to be served–25 points**

Non-Housing Rehab Projects	
% LMI of Target Population	Max Points
90%–100%	25
80%–89%	20
70%–79%	15
60%–69%	10
51%–59%	5
Project does not meet the low and moderate income national objective	0

**Low- to Moderate-Income Persons to be Served by the Facility/Project**

Points will be assigned for the number of unduplicated individuals the proposed facility can reasonably be expected to serve during the first year after project completion. Projects that are available to all the residents of a particular area (area wide benefit projects) will be ranked separately from projects that serve a limited clientele.

**Existing Limited Clientele Facilities**

Projects that involve expansion or improvement of an existing facility will provide actual use records for a period of no less than 12 months. A justified number of new users may then be added to the actual number of users based on additional services or capacity resulting from the project. The numbers cannot include family members of individual clients or counts of repeated visits or use by the same person.

**New Facilities**

For projects that will create a new facility, the estimate must be based upon available and verifiable data that documents the need for, and capacity of, the facility, such as the number of persons on waiting lists for existing services or referrals of potential clients to facilities in other locations. The numbers cannot include family members of individual clients or counts of repeated visits or use by the same person.

**Senior Centers**

The measurement of use will be the number of meals served per week to unduplicated individuals. In other words, the applicant must provide information that shows how many persons per week will eat at least one meal at the facility. Individuals receiving home-delivered meals prepared at the facility may also be counted (once each).

**Housing Rehabilitation**–Housing rehabilitation projects will be scored by the total number of proposed owner-occupied housing rehabilitation units, which are reasonably expected to be rehabilitated as follows:

<b>Housing Rehabilitation Projects</b>	
<b># Units</b>	<b>Maximum Points</b>
40 or more	25
30-39	20
20-29	15
10-19	10
0-9	5

**Capacity–20 points**

<b>Capacity</b>	<b>Maximum points</b>
Experienced applicant’s staff with CDBG program administration in the past three (3) years and the applicant is intending to procure assistance from an experienced Administrator with successful CDBG track record.	20 points
Applicant is not experienced in CDBG project administration in the past three (3) years but is intending to procure assistance from an experienced Administrator with successful CDBG track record	15 points
Applicant staff has no experience in administering CDBG projects and is intending to administer the project.	0 points

A maximum of 20 points is available to applicants with a grant administration plan and history that demonstrates that the grant award and project will be managed effectively. The application should document and/or clearly show:

- Applicant is currently administering other CDBG grant(s) within the allotted timeframes.
- Applicant has demonstrated successful completion and closeout procedures with prior CDBG projects. This includes an analysis of the applicants CDBG program history and past programmatic performance.
- Applicant has experienced staff in grant administration or will secure a grant administrator with successful grant administration experience of CDBG projects.

**Sub-Grantee (non-profit) Capacity–20 points–Housing Rehabilitation Only**

In addition to applicant capacity, each housing rehabilitation applicant must provide a list of all the open CDBG funded housing rehabilitation CDBG grants within the non-profit's region where the non-profit is the sub-grantee responsible for carrying out the grant activities. This list **must** include the following for each open grant: the name of the grant recipient, the project number and the total award amount.

**Total Number of Open Grants–10 points**

Total Number of open grants	Maximum Points
2	4
1	6
0	10

**Points for no recent CDBG awards–10 points**

The applications are reviewed for geographic distribution and the number of awards the applicant has received from the program. Ten points will be received by any applicant that has not had a grant from the CDBG program since 2011 or earlier. For housing rehabilitation projects, the points will be based on applicant or geographic location.

Recent CDBG Awards	Maximum Points
No awards from Business Oregon since 2011 or earlier	10 points
No awards from Business Oregon since 2012 or earlier	7 points
No awards from Business Oregon since 2013 or earlier	4 points
No awards from Business Oregon since 2014 or earlier	2 points
Applicant has received awards from Business Oregon in 2015	0 points

**Summary of Maximum Rating and Ranking Points**

Scoring Category	PW	CF	Micro-E	HR
Project Need and Solution	80	80	80	80
Financial Need	20	20	20	20
Financial Readiness to Proceed	30	30	30	30
Project Readiness to Proceed	20	20	20	20
Leveraged Funds	30	30	30	30
Total amount CDBG Funds Requested	10	10	10	10
Percent LMI population to be served (non-housing rehab)	25	25	25	25
Number of units to be rehabilitated (Housing Rehab Only)	25	25	25	25
Capacity	20	20	20	20
Sub-grantee Capacity (Housing Rehabilitation Only)				20
Total Open Grants	10	10	10	10
Points for no recent CDBG awards	10	10	10	10
<b>Total Points</b>	<b>280</b>	<b>280</b>	<b>280</b>	<b>300</b>
Bonus Points	25	23	13	13

## Summary of CDBG Application Process

Step #	Step–Title	Timeline	Lead
Step 1	Initial Business Oregon Contact/Pre-Project Development	No defined timeline	Project Proponent and RDO/CDBG RPM are the lead, Project Development Team meeting lead by RDO/RPM.
Step 2	Project Notification and Intake Form	No defined timeline	RDO/CDBG RPM and project proponent
Step 3	Invitation to Apply for CDBG Funding	No defined timeline	RDO/CDBG RPM–Sends invitation to apply and application forms to project proponent  Applicant (project proponent)–completes the application forms and submits to Business Oregon by application deadline
Step 4	Application Review and Rating Team (ARRT)	7 calendar days + 7 calendar days	RDO/CDBG RPM is lead. Initial review simultaneously and independently conducted by ARRT (7 days); Following initial review, ARRT convenes for application rating (7 days).
	Incomplete applications–applicant provision of additional information	15 calendar days	Applicant
	Second threshold review to review applicants revised submission	5 calendar days	ARRT
Step 5	Application Ranking–Ranking Team	18-35 days	Application Ranking Team, consulting as needed with PSM and assistant director
Step 6	Funding Recommendations Developed and Approved		Application Ranking Team, assistant director, PSM, AOC, and LOC
STEP 7	Notice of Decision	Awards announced within 60 days after application is received in Step 4 above.	RDO/CDBG RPM

*This page intentionally left blank.*