



**CITY OF WOODLAND**  
**Community Development Block Grant Program**  
**Rating and Ranking System**

1. Rate and Rank applications based on the attached Rating and Ranking System. Generally, the highest ranked proposals will be recommended for funding; see the attached rating and ranking sheet.
2. A minimum of \$6,000 and maximum amount of \$15,000 per funding request is available under the category of **Public Services**. This funding category is limited to 15% of the City's annual grant allocation plus any available program income (repaid CDBG loans).
3. At City's option, may only fund a special population, (Homeless, Seniors, Victims of Domestic Violence, Youth, etc.). The City Council could choose to exercise this option depending on the current needs and economic conditions in the community
4. Food and shelter programs shall receive a minimum of 40% of the public service allocation.
5. Higher points will be awarded to applicants who can demonstrate leveraging of CDBG dollars with other funding sources.
6. Higher points will be awarded to applications that demonstrate collaboration with other local agencies. Collaboration means efforts to prevent duplication of services and enhance efficiency.



**CITY OF WOODLAND**  
**Community Development Block Grant (CDBG)**  
**Application Rating and Ranking System**  
**PUBLIC SERVICE**

**Threshold Criteria** – Proposed programs or projects must be able to answer yes for the following two questions in order to be eligible for CDBG funding and considered for rating and ranking process.

1. Does the program or project meet a national objective of the CDBG Program?
2. Is the proposed program or project an eligible CDBG activity?

**I. Benefit to Low and Very Low Income Persons (Total 10 Points)**

Activities that benefit at least 51 percent low and very low income persons. (10 points)

Activities that meet either of the other two National Objectives (reduction/elimination of slum/blight or urgent need). (5 points)

**II. Activity Need and Justification (Total 30 Points)**

**Need – 15 Points**

The activity will be evaluated in terms of the documentation and justification of the **unmet need** in the community. Activities with excellent documentation and justification of the unmet need in the community will be awarded the maximum of 15 points (Strong – 15 points, Good – 10 points, and Limited – 5 points). In addition activities that serve the very lowest income levels will be given high consideration.

**Consolidated Plan Priority – 15 Points<sup>1</sup>**

Activities addressing a high, medium or low priority as identified in the Consolidated Plan will be awarded points as follows: 15 Points = High, 10 Points = Medium, and 5 Points = Low.

**III. Project Budget (Total 20 Points)**

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<sup>1</sup> High Priorities are emergency food and shelter for the homeless and at risk homeless, youth services, employment training, fair housing activities, and health services.



Points will be awarded based on evidence of sufficient funding to complete the program, applicant's ability to leverage the requested grant amount, and the thoroughness of the budget detail provided.

**IV. Activity Management and Timeliness (Total 20 Points)**

Points will be awarded to applicants based on documentation and information provided, showing that the resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance, where applicable, has been certified. This includes use of computer systems or other systems which track grant funding and the client results for the program which funds are being requested.

**V. Experience, Past Performance and Organizational Capability (Total 20 Points)**

The experience of the applicant, including the length of time in business and experience in undertaking programs/projects of similar complexity as the one for which funds are being requested will be evaluated. In addition, the capability and skills of administrative and program staff to carry out the program.

For applicants who have received CDBG funding in the past, they will also be evaluated on the timely expenditure of CDBG funds, the timely submittal of quarterly reports and requests for reimbursement, and the results of CDBG monitoring.

For those applicants that have not received CDBG funding in the past, allocation of points up to the maximum of 20 points will be awarded, dependent upon thorough documentation of similar past performances submitted with the application.

**TOTAL POINTS AVAILABLE 100 points**



**CITY OF WOODLAND**  
**Community Development Block Grant (CDBG)**  
**Application Rating and Ranking System**  
**PUBLIC FACILITIES (CONSTRUCTION)**

**Threshold Criteria** – Proposed programs or projects must be able to answer yes for the following two questions in order to be eligible for CDBG funding and considered for rating and ranking process.

1. Does the program or project meet a national objective of the CDBG Program?
2. Is the proposed program or project an eligible CDBG activity?

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**I. Benefit to Low and Very Low Income Persons (Total 10 Points)**

Activities that benefit at least 51 percent low and very low income persons (10 points).

Activities that meet either of the other two National Objectives (reduction/elimination of slum/blight or urgent need) (5 points).

**II. Activity Need and Justification (Total 20 Points)**

**Need – 5 Points**

The activity will be evaluated in terms of the documentation and justification that these construction improvements are needed and how the improvements benefit the community. Projects with excellent documentation and justification of for the project will be awarded the maximum of 5 points (Good – 5 pts, Average – 3 pts, and Limited – 1 pts).

**Consolidated Plan Priority – 15 Points<sup>2</sup>**

Activities addressing a high, medium or low priority as identified in the Consolidated Plan will be awarded points as followed (15 Points = High, 10 Points = Medium, 5 Points = Low).

**III. Reasonableness of Cost Estimates (Total 15 Points)**

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<sup>2</sup> High priorities are public facilities and improvements (general, including accessibility for physically disabled - ADA); youth centers; parks, recreational facilities; rehabilitation, single unit residential; rehabilitation, multi-unit residential; and rehabilitation administration.



The activity will be evaluated in terms of: 1) its implementation costs and funding request relative to its financial and project management resources and 2) source of construction estimates.

#### **IV. Project Budget (Total 15 Points)**

Points will be awarded based on evidence of sufficient funding to complete the project. The applicant should explain if other funding sources were explored and why other funding sources could not be used on the project or could not be acquired.

#### **V. Activity Management and Timeliness (Total 20 points)**

Points will be awarded to applicants based on documentation and information provided, showing that the resources, such as funding, site control, etc., needed to carry out the proposed project are available and ready. Maximum points will be given to activities that are ready to move forward quickly. Typically, this means that the design and engineering work is underway or has been completed. This criterion takes into consideration factors that may accelerate or slow down the ability to implement the activity in a timely manner. The highest points will be given to construction projects that can be completed within 18 months.

#### **VI. Experience, Past Performance and Organizational Capability (Total 20 Points)**

The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity as the one for which funds are being requested will be evaluated. This includes the project management capability and skills of administrative and program staff to carry out the project and past performance on Woodland CDBG construction projects. Experience in managing other funding sources and leveraging federal dollars will be considered.

For applicants who have received CDBG funding in the past, they will also be evaluated on the timely expenditure of CDBG funds, the timely submittal of quarterly reports and requests for reimbursements, and the results of CDBG monitoring.

For those applicants that have not received CDBG funding in the past, allocation of points up to the maximum of 20 points will be awarded, dependent upon documentation of similar project management experience especially with federally-funded construction projects submitted with the application.

**TOTAL POINTS AVAILABLE 100 points**