City of Providence
Department of Housing & Human Services
NOTICE OF FUNDING AVAILABILITY
February 3, 2025

I. **OVERVIEW**

The City of Providence hereby notifies interested Applicants of the availability of funds allocated from the federal **Community Development Block Grant (CDBG), HOME Investment Partnerships,** and **Housing Opportunities for Persons with AIDS Programs.** The availability and use of these funds are subject to federal regulations and City of Providence policies and program requirements.

In releasing this Notice of Funding Availability (NOFA), the goal is to make available financial resources to community-based organizations to enable direct essential service delivery and housing to low- and moderate- income populations.

II. **AMOUNT OF FUNDS AVAILABLE FOR AWARD**

Approximately $4.252 million in CDBG, $1,121,000 in HOME, and $1,423,000 in HOPWA is estimated to be available for this round, pending receipt of the U.S. Department of Housing and Urban Development (HUD) funding agreements for FFY2025.

III. **ELIGIBLE APPLICANTS**

Applicants seeking to apply as subrecipients under any of the HUD programs must be qualified 501(c) organizations registered and in good standing with the Rhode Island Secretary of State. Housing developers may be for- or non-profit. Any applicants who are debarred or otherwise prohibited from receiving federal funding should not apply. Active entity registration with www.sam.gov is a requirement to receive any federally-funded contract.

All applicants must register and submit applications for funding through the City's online grants management system, WebGrants (http://grants.providenceri.com).

Application forms and associated instructions for each "Funding Opportunity" will be open and available on WebGrants starting **February 3, 2025**. Applications will only be accepted via this portal and in the format prescribed.

IV.   **ACTIVITY SUMMARY**

There are five main application categories ("Funding Opportunities"):

2025-2026 CDBG Public Services & Community Centers: direct service programs, such as community centers, food pantries, domestic violence prevention, youth programs, senior services, and more. Services must be provided directly to verifiably low/moderate income clients or on a drop-in basis in a predominately low/moderate income Providence neighborhood.

2025-2026 CDBG Construction & Improvement Projects: improvements to physical structures that are open to the public and provide direct services to low- and moderate-income residents of Providence. Eligible activities may include (but are not limited to) capital improvements at neighborhood or community service facilities, acquisition of property for use or development as a service facility, handicapped accessibility projects to enable client access, and facility energy efficiency projects. Administrative offices are not eligible.

2025-2026 Affordable Housing Development: Applicants may apply for CDBG or HOME funds (or both) under this application form. Applicants may apply for funding for a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership, and operation of downpayment assistance or rental assistance programs. CDBG funding can be utilized to support acquisition or rehabilitation costs, or for infrastructure (e.g. sewer lines) to enable development of affordable housing. (CDBG cannot directly support new construction.)

2025-2026 CDBG Economic Development Projects: This category represents programs that support the growth and development of businesses and can include grants, loans, capacity building programs, and technical assistance programs. Activities must meet the National Objective of benefiting low- to moderate-income

(LMI) persons. All Economic Development activities will require the documentation of job creation or retention for LMI persons, with the exception of microenterprise development.

Eligible activities include, but are not limited to the following: acquiring, reconstructing, rehabilitating, or installing commercial or industrial buildings, structures, and other real property equipment and improvements; financing programs for private, for-profit businesses (via grants, loans, or loan guarantees); and activities designed to foster the development, support, and expansion of microenterprise businesses with five or fewer employees.

2025-2026 Housing Opportunities for Persons with AIDS: HOPWA funds may be used for a wide range of housing, social services, program planning, and development costs to benefit individuals living with HIV/AIDS and their families. These include, but are not limited to, the acquisition, rehabilitation, or new construction of housing units; costs for facility operations; rental assistance; and short-term payments to prevent homelessness among persons with HIV/AIDS.

An essential component in providing housing assistance for persons with HIV/AIDS is the coordination and delivery of support services. Consequently, HOPWA funds also may be used for services including (but not limited to) assessment and case management, substance abuse treatment, mental health treatment, nutritional services, job training and placement assistance, and assistance with daily living. Low-income persons, at or below 80 percent of area median income, that are medically diagnosed with HIV/AIDS and their families are eligible to receive HOPWA-funded assistance.

The following are eligible activities using HOPWA funds: Tenant-Based Rental Assistance; Facility-Based Housing Subsidy Assistance; Facility-Based Housing Capital Development; Permanent Housing Placement; Short-Term Rent, Mortgage, and Utility Assistance; Supportive Services; Housing Information Services; Resource Identification; and Administration.

V. APPLICATION WORKSHOP

An Application Workshop & Public Information Session will be held **February 18, 2025** from **10am-12pm** on Zoom for interested parties wishing to learn more about applying for CDBG and other HUD funds. Opportunity for Question & Answer and public comment on proposed goals and priorities will be provided. Participation in this Session is highly recommended, but not mandatory.

VI. APPLICATION PROCESSING

Complete applications received by the application deadline **(11:59 PM on March 5, 2025)** will be screened to determine whether the Application meets minimum threshold eligibility requirements. City staff will evaluate each complete and eligible application according to the priorities identified herein.

Submitted applications determined to meet threshold and be eligible under the regulations will be further evaluated based on the following criteria:

- Number of Clients Directly Served
- Priority for Equity & Access
- Targeting Areas of Concentrated Poverty and Priority Populations
- Previous Awards/Past Performance/Compliance with Requirements
- Agency Capacity and Staff Expertise for Project
- Conformance with 5-Year Consolidated Plan Goals
- Evaluation of Cost Reasonableness & Effectiveness.

Scoring rubrics for each Funding Opportunity may be referenced in Exhibit 1. The City also reserves the right to request additional information from applicants during the review process and to use other available information regarding an applicant's history, experience, and past performance as a City subgrantee or borrower as may be necessary when evaluating applications. Application reviews and awards are contingent upon applicants being current to the City on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision on existing or past City contracts.

The City reserves the right to fund, in whole or in part, any, all, or none of the applications submitted in response to this NOFA. Applications that meet all this NOFA's general guidelines and requirements may not necessarily receive an award.

The City may fund a program for the full amount requested, or less than the full amount, or not at all. There are no requirements or expectations that the City must award all or any funds through the NOFA process.

The City reserves the right to postpone or cancel this NOFA, if it deems it to be in the best interests of the City to do so. The City reserves the right to waive any technical or formal errors or omissions, and to reject any and all proposals, or to award contracts, either in part or in whole, if deemed to be in the best interests of the City. The City shall not be liable for any costs incurred in the preparation of proposals or for any work performed in connection therein.

VII.   APPLICATION AWARD AND NOTIFICATION

The draft and adopted Program Year 2025-2026 budget will be posted on the Department's website and the City's [Open Meetings Portal](). The budget will be incorporated into the proposed 2025 – 2029 Consolidated Plan, which will be posted for 30 days of public comment and a final public hearing held before the Plan is submitted to HUD in June for final approvals. All applicants will be notified of final funding decisions in writing.

VIII.   TIMEFRAME FOR COMMENCEMENT AND COMPLETION OF PROJECT

CDBG:

All CDBG funds must generally be expended and all development completed within eighteen (18) months of anticipated contract start date. "Completion" is defined as all construction activities being complete, all development funds expended, all close out procedures have taken place, and certificates of occupancy issued (if applicable).

CDBG Public Service activities must be completed on or before June 30, 2026.

HOME:

HOME housing development projects must be completed and occupied within 4 years of contract start date. HOME subrecipient awards for programs (such as tenant-based rental assistance or downpayment assistance programs) will be issued a 1-year contract.

HOPWA:

HOPWA awards must be fully expended within 36 months of contract start date.

IX.   **COMPLIANCE WITH FEDERAL REQUIREMENTS**

In addition to the basic requirements previously outlined, a number of other federal, state, and local regulations must be adhered to in the course of administering HUD funds. The certifying official of the applicant is responsible for ensuring that the proposed program, activities, goals and timetables follow all federal and state laws, regulations, local ordinances and executive orders. The overarching administrative requirements for federal grants (2 CFR 200) apply to all awards. Applicants are required to have financial controls and systems in place to enable full compliance with 2 CFR 200.

Detailed requirements and procedures for grant implementation are further outlined in the associated Program Manuals.

For additional information regarding this Notice of Funding Availability, please contact Alyssa McDermott, Director of Housing & Community Development at (401) 680- 8400 or amcdermott@providenceri.gov.

EXHIBIT 1: SCORING

APPLICATION SCORING WORKSHEET – ECONOMIC DEVELOPMENT

This Application Scoring Worksheet informs the decision-making process for funding of CDBG Economic Development Programs and Grants. Proposals must meet the threshold criteria in Section 1 to receive full consideration for funding. This worksheet is informational only and the scores are not the singular criteria for funding decisions.

PLEASE NOTE: Activities must meet the National Objective of benefiting low- to moderate-income (LMI) persons. <u>Eligible activities include, but are not limited to the following</u>:

Applicant:			
Proposal (# + Name):			
Category:			
Request:			
Reviewer Recommended Award (circle one):	**YES NO**	**Amount to Award ($):**	
Meets Threshold Criteria? (circle one)	**YES NO**	**Total Score:**	

- *Acquiring, constructing, reconstructing, rehabilitating, or installing commercial or industrial buildings, structures, and other real property equipment and improvements.*
- *Assisting a private, for-profit business. Assistance may include grants, loans, loan guarantees, and technical assistance.*
- *Providing economic development services in connection with otherwise eligible CDBG economic development activities.*
- *Activities designed to foster the development, support, and expansion of microenterprise businesses with five or fewer employees.*

<u>Section 1: Threshold Criteria</u>

Please complete the scoring worksheet below. To receive full consideration for funding, proposals must meet the Threshold Criteria outlined below.

<u>Proposals which receive a score of 10 or below in Section 1 are not eligible for full consideration</u>.

1.A Project Eligibility	*MAX POINTS: 10*

Each application must demonstrate that the proposed project or program meets the eligibility criteria outlined in the notice of funding / request for proposals, including:
- Proposal is designed to serve the intended target populations or community outlined in the Action Plan (10 points)
- Proposal is within any public benefit standard set by the national objective matrix code (8 points)
- Proposal is of the kind/type that will meet a HUD national objective (6 points)
- Proposal does not meet a HUD national objective, but is otherwise designed to meet critical needs of the intended target populations (2 points)
- Proposal does not demonstrate any potential to add significant value or applicant is debarred or otherwise ineligible (0 points)

<u>COMMENTS</u>:

SCORE: _____

1.B Agency Capacity	*MAX POINTS: 10*

**Each application must demonstrate that the project lead is capable of successfully executing the proposed project given its complexity and risks, including:
- Past performance executing previous Funding Awards/ Projects
- Successfully exceeded goals and met a National Objectives (5 points)
- Successfully met goals and met a National Objectives (4 points)
- Successfully met a National Objective but fell short of goals (3 points)
- Did not meet a National Objective (0 points)

In addition, each application should demonstrate ability to comply with reporting and administrative requirements:

- Submitted all reports, requisitions, and document requests on time (5 points)
- Submitted more than half of reports, requisitions and document requests on time (3 points)
- Submitted most reports, requisitions and documents late (1 point)
- Did not submit any reports or documents on time (0 points)
- Did not complete application with all required information (-2 points)

If the applicant has not been awarded funds previously, they should demonstrate success with providing services similar to those proposed

COMMENTS:

SCORE: _____

TOTAL SCORE – SECTION 2 (must be 11 or higher):   _____

Section 2: Application Evaluation

For projects which meet the Threshold Criteria, please proceed to complete remaining portions of the Application Scoring Worksheet. Total Score = Section 1 + Section 2.

2.A Benefit to Low- and Moderate-Income Persons	*MAX POINTS: 20*

Each application must demonstrate that the proposed program will serve primarily Low- and Moderate-Income Persons:
- Proposals that meet the income targets of the funding source are eligible to be awarded the full 20 points
- Proposals that meet income targets that are lower than required funding source will be eligible for up to 10 bonus points

COMMENTS:

SCORE: _____

2.B Priority for Equity and Accessibility	*MAX POINTS: 20*

Each application must demonstrate that the program will help the City achieve its goals stated in the Action Plan:
- The program addresses a high priority element of the Action Plan (20 points)
- The program addresses a medium priority element of the Plan (15 points)
- The program addresses a low priority element of the Action Plans (10 points)
- The program does not address a priority element of the Action Plan (0 points)

COMMENTS:

SCORE: _____

2.C Project Staff Experience and Expertise	*MAX POINTS: 15*

Each application must demonstrate that the proposed project will be successfully managed by a team with sufficient expertise and experience, including:
- Staff assigned to the project have worked on similar projects and have demonstrated sufficient understanding of their role in this kind/type of project (up to 5 points)
- Contractors and/or consultants selected for the project are in good standing / have a history of on-time completion of the kind of work they've been hired for (up to 5 points)
- The project's timelines are reasonable given the other commitments of the organization's team and the overall context of the project (up to 5 points)

COMMENTS:

SCORE: _____

2.D Cost Reasonableness and Effectiveness	*MAX POINTS: 15*

Each application must demonstrate that the program will have measurable outcomes and deliver them in a cost-effective way.
- Outcomes/measurements: well-defined (10 points); moderately well defined- (5 points); poorly defined (1 point); not defined (0 points)
- Cost per outcome: above HUD requirements (5 points); equal to HUD requirements (3 points); below HUD requirements (1 point); well below HUD requirements (0 points).

COMMENTS:

SCORE: _____

*2.E How does the program leverage other funds or resources along with CDBG?

MAX POINTS: 10

CDBG funds are:
- Less than 50% of the full program budget (10 points)
- 50% of the full program Budget (6 points)
- 51% - 75% of the full program Budget (3 points)
- 76%- 80% of the full program Budget (1 point)
- 100% of the full program Budget (0 points)

COMMENTS:

SCORE: _____

TOTAL SCORE – SECTION 2: _____

Section 3: Scoring Total

TOTAL SCORE – SECTION 1: _____

+

TOTAL SCORE – SECTION 2: _____

APPLICATION TOTAL SCORE: _____

(Add to 1st Page)

Section 4: Reviewer Comments

Please note the major strengths of the application as well as deficiencies, if any, along with any other comments that are relevant to the evaluation of the application.

4.A Reviewer Comments

APPLICATION SCORING WORKSHEET – FACILITIES

This Application Scoring Worksheet informs the decision-making process for funding of CDBG Facilities applications for funding. Projects must meet the threshold criteria in Section 1 to receive full consideration for funding. This worksheet is informational only and the scores are not the singular criteria for project funding.

Applicant:	
Proposal (# + Name):	
Category:	
Request:	
Reviewer Recommended Award:	
Meets Threshold Criteria? (circle one)	YES NO **Total Score:**

Activities falling into this category include improvements to physical structures that are generally open to the public and provide services to low- and moderate-income residents of Providence. **Affordable housing construction and/or rehabilitation are not included in this category.** *Eligible activities may include, but are not limited to the following:*

Capital Improvements to Neighborhood and Community Facilities, Acquisition of Real Property, Handicapped Accessibility Projects, Energy Efficiency Projects.

NOT Eligible: Buildings used for general conduct of government | Political activities General government expenses | Project management costs | Administrative offices

Section 1: Threshold Criteria

Please complete the scoring worksheet below. To receive full consideration for funding, projects must meet the Threshold Criteria outlined below.

Projects which receive a score of 10 or below in Section 1 are not eligible for full consideration.

1.A Project Eligibility	*MAX POINTS: 10*

Each application must demonstrate that the proposed project meets the eligibility criteria as outlined in the notice of funding / request for proposals, including:
- Project is designed to serve the intended target populations or community (up to 4 points)
- Project is within any per unit or per project limits as set by the funding source (up to 4 points)
- Project is of the kind/type the funding source intends to support (up to 2 points)
- Project does not demonstrate an ability to meet eligibility criteria or applicant is otherwise debarred or ineligible to apply for federal funds (0 points)

COMMENTS:

SCORE: _____

1.B Agency Capacity	*MAX POINTS: 10*

**Each application must demonstrate that the project lead is capable of successfully executing the proposed project given its complexity and risks, including:
- Past performance executing previous Funding Awards/ Projects
- Successfully exceeded goals and met a National Objectives (5 points)
- Successfully met goals and met a National Objectives (4 points)
- Successfully met a National Objective but fell short of goals (3 points)
- Did not meet a National Objective (0 points)

In addition, each application should demonstrate ability to comply with reporting and administrative requirements:
- Submitted all reports, requisitions, and document requests on time (5 points)
- Submitted more than half of reports, requisitions and document requests on time (3 points)
- Submitted most reports, requisitions and documents late (1 point)
- Did not submit any reports or documents on time (0 points)
- Did not complete application with all required information (-2 points)

If the applicant has not been awarded funds previously, they should demonstrate success in providing services similar to those proposed
COMMENTS:
SCORE: _____
TOTAL SCORE – SECTION 2 (must be 11 or higher):   _____

Section 2: Application Evaluation

For projects which meet the Threshold Criteria, please proceed to complete remaining portions of the Application Scoring Worksheet. Total Score = Section 1 + Section 2.

2.A Benefit to Low- and Moderate-Income Persons	*MAX POINTS: 20*

Each application must demonstrate that the proposed program will serve primarily Low- and Moderate-Income Persons:
- Proposals that meet the income targets of the funding source are eligible to be awarded the full 20 points
- Proposals that meet income targets that are lower than required funding source will be eligible for up to 10 bonus points

COMMENTS:

SCORE: _____

2.B Priority for Equity and Accessibility	*MAX POINTS: 20*

Each application must demonstrate that the program will help the City achieve its goals stated in the Action Plan:
- The program addresses a high priority element of the Action Plan (20 points)
- The program addresses a medium priority element of the Plan (15 points)
- The program addresses a low priority element of the Action Plans (10 points)
- The program does not address a priority element of the Action Plan (0 points)

COMMENTS:

SCORE: _____

2.C Project Staff Experience and Expertise	*MAX POINTS: 15*

Each application must demonstrate that the proposed project will be successfully managed by a team with sufficient expertise and experience, including:

- Staff assigned to the project have worked on similar projects and have demonstrated sufficient understanding of their role in this kind/type of project (up to 5 points)
- Contractors and/or consultants selected for the project are in good standing / have a history of on-time completion of the kind of work they've been hired for (up to 5 points)
- The project's timelines are reasonable given the other commitments of the organization's team and the overall context of the project (up to 5 points)

COMMENTS:

SCORE: _____

2.D Cost Reasonableness and Effectiveness	*MAX POINTS: 15*

Each application must demonstrate that the project's finances are reasonable and will effectively sustain the project, including:

- Budgeted costs are reasonable and in line with industry standards (up to 5 points)
- Projects that have secured funding commitments from other sources will be prioritized over projects with speculative funding or projects that rely 100% on the funding sought in this application (up to 5 points)
- Per unit cost /service funding is rationally related to project's type/complexity (up to 5 points)

COMMENTS:

SCORE: _____

TOTAL SCORE – SECTION 2: _____

*2.E How does the program leverage other funds or resources along with CDBG?
MAX POINTS: 10

CDBG Funds are:
- Less than 50% of the full program budget (10 points)
- 50% of the full program Budget (6 points)
- 51% - 75% of the full program Budget (3 points)
- 76%- 80% of the full program Budget (1 point)
- 100% of the full program Budget (0 points)

COMMENTS:

SCORE: _____

Section 3: Scoring Total

TOTAL SCORE – SECTION 1: _____

$+$

TOTAL SCORE – SECTION 2: _____

APPLICATION TOTAL SCORE: _____
(Add to 1st Page)

Section 4: Reviewer Comments

Please note the major strengths of the application as well as deficiencies, if any, along with any other comments that are relevant to the evaluation of the application.

4.A Reviewer Comments

APPLICATION SCORING WORKSHEET – SERVICES

This Application Scoring Worksheet informs the decision-making process for funding of CDBG Programs and Grants. Proposals must meet the threshold criteria in Section 1 to receive full consideration for funding. **This worksheet is informational only and the scores are not the singular criteria for funding decisions.**

Activities must meet the National Objective of benefiting low- to moderate-income (LMI) persons. Eligible activities may include, but are not limited to the following:

Applicant:			
Proposal (# + Name):			
Category:			
Request:			
Reviewer Recommended Award (circle one):	YES NO	Amount to Award ($):	
Meets Threshold Criteria? (circle one)	YES NO	Total Score:	

Job Training | Child Care | Health Services | Senior Services
Afterschool Programs | Literacy and GED Programs | Youth and Adult Sports
Substance Abuse Counseling and Treatment | Fair Housing Activities
Community and Recreation Centers | Services for the Homeless
Services for Persons with HIV/AIDS |Domestic Violence Prevention
Legal Services | Housing Counseling | Food Pantries

The following activities are not eligible for funding:
Political activities | Income payments directly to individuals for their food, rent, etc.
Inherently religious activities, such as worship, religious instruction, or proselytizing as part of the services funded
Agency administrative costs that are not directly related to the delivery of an eligible public service | Payment of mortgages

Section 1: Threshold Criteria

Please complete the scoring worksheet below. To receive full consideration for funding, proposals must meet the Threshold Criteria outlined below.

Proposals which receive a score of 10 or below in Section 1 are not eligible for full consideration.

1.A Project Eligibility	*MAX POINTS: 10*

Each application must demonstrate that the proposed project or program meets the eligibility criteria outlined in the notice of funding / request for proposals, including:
- Proposal is designed to serve the intended target populations or community outlined in the Action Plan (10 points)
- Proposal is within any public benefit standard set by the national objective matrix code (8 points)
- Proposal is of the kind/type that will meet a HUD national objective (6 points)
- Proposal does not meet a HUD national objective, but is otherwise designed to meet critical needs of the intended target populations and could be modified (2 points)
- Proposal does not demonstrate any potential to add significant value or applicant is debarred or otherwise ineligible for federal funding (0 points)

COMMENTS:

SCORE: _____

1.B Agency Capacity	*MAX POINTS: 10*

**Each application must demonstrate that the project lead is capable of successfully executing the proposed project given its complexity and risks, including:
- Past performance executing previous Funding Awards/ Projects
- Successfully exceeded goals and met a National Objectives (5 points)
- Successfully met goals and met a National Objectives (4 points)
- Successfully met a National Objective but fell short of goals (3 points)
- Did not meet a National Objective (0 points)

In addition, each application should demonstrate ability to comply with reporting and administrative requirements:

- Submitted all reports, requisitions, and document requests on time (5 points)
- Submitted more than half of reports, requisitions and document requests on time (3 points)
- Submitted most reports, requisitions and documents late (1 point)
- Did not submit any reports or documents on time (0 points)
- Did not complete application with all required information (-2 points)

If the applicant has not been awarded funds previously, they should demonstrate success with providing services similar to those proposed

COMMENTS:

SCORE: _____

TOTAL SCORE – SECTION 2 (must be 11 or higher):   _____

Section 2: Application Evaluation

For projects which meet the Threshold Criteria, please proceed to complete remaining portions of the Application Scoring Worksheet. Total Score = Section 1 + Section 2.

2.A Benefit to Low- and Moderate-Income Persons	*MAX POINTS: 20*

Each application must demonstrate that the proposed program will serve primarily Low- and Moderate-Income Persons:
- Proposals designed to target an entirely low/moderate income clientele (20 points)
- Proposals that meet the minimum 51% low/moderate income requirement (10 points)
- Proposals that do not serve a predominately low/moderate income clientele or do not adequately specify (0 points)

COMMENTS:

SCORE: _____

2.B Priority for Equity and Accessibility	*MAX POINTS: 20*

Each application must demonstrate that the program will help the City achieve its goals stated in the Action Plan:
- The program addresses a high priority element of the Action Plan (20 points)
- The program addresses a medium priority element of the Plan (15 points)
- The program addresses a low priority element of the Action Plans (10 points)
- The program does not address a priority element of the Action Plan (0 points)

COMMENTS:

SCORE: _____

2.C Project Staff Experience and Expertise	MAX POINTS: 15

Each application must demonstrate that the proposed project will be successfully managed by a team with sufficient expertise and experience, including:
- Staff assigned to the project have worked on similar projects and have demonstrated sufficient understanding of their role in this kind/type of project (up to 5 points)
- Contractors and/or consultants selected for the project are in good standing / have a history of on-time completion of the kind of work they've been hired for (up to 5 points)
- The project's timelines are reasonable given the other commitments of the organization's team and the overall context of the project (up to 5 points)

COMMENTS:

SCORE: _____

2.D Cost Reasonableness and Effectiveness	MAX POINTS: 15

Each application must demonstrate that the program will have measurable outcomes and deliver them in a cost-effective way.
- Outcomes/measurements: well-defined (10 points); moderately well defined- (5 points); poorly defined (1 point); not defined (0 points)
- Cost per outcome: above HUD requirements (5 points); equal to HUD requirements (3 points); below HUD requirements (1 point); well below HUD requirements (0 points).

COMMENTS:

SCORE: _____

*2.E How does the program leverage other funds or resources along with CDBG?
MAX POINTS: 10

CDBG Funds are:
- Less than 50% of the full program budget (10 points)
- 50% of the full program Budget (6 points)
- 51% - 75% of the full program Budget (3 points)
- 76%- 80% of the full program Budget (1 point)
- 100% of the full program Budget (0 points)

COMMENTS:

SCORE: _____

TOTAL SCORE – SECTION 2: _____

Section 3: Scoring Total

TOTAL SCORE – SECTION 1: _____

+

TOTAL SCORE – SECTION 2: _____

APPLICATION TOTAL SCORE: _____
(Add to 1st Page)

Section 4: Reviewer Comments

Please note the major strengths of the application as well as deficiencies, if any, along with any other comments that are relevant to the evaluation of the application.

4.A Reviewer Comments

APPLICATION SCORING WORKSHEET – HOUSING

This Application Scoring Worksheet informs the decision-making process for funding of affordable housing projects - and can be utilized in the following programs: CDBG, HOME, NSP, HOME-ARP, City ARPA, and Providence Housing Trust Fund.

Projects must meet the threshold criteria in Section 1 to receive full consideration for funding.

This worksheet is informational only and the scores are not the singular criteria for project funding.

Applicant:			
Proposal (# + Name):			
Request:			
Reviewer Recommended Award:			
Meets Threshold? (circle one)	**YES NO**	**Total Score:**	

HOME funds can be used to provide the following eligible uses:
Home purchase or rehabilitation financing assistance to eligible homeowners and new homebuyers | Build or rehabilitate housing for rent or ownership.

CDBG funds can be used to provide the following eligible uses:
Acquisition | Rehabilitation for homeownership or rental property | Conversion
Infrastructure improvements to enable development of affordable housing

All *projects must demonstrate service to primarily low/moderate income persons.*

Section 1: Threshold Criteria

Projects which receive a score of 10 or below in Section 1 are not eligible for full consideration.

1.A Project Eligibility	*MAX POINTS: 15*

Each application must demonstrate that the proposed project meets minimum eligibility criteria:

- Project is designed to serve the intended target households (5 points)
- Project financing is within any per unit or per project limits set by the funding source (5 points)
- Project either complies with local land use ordinances and regulations, as verified by the zoning enforcement official and Department of Planning and Development (DPD) staff, or has a viable and timely path to comply, with the support of the DPD (5 points);

or

- Project proposal would require considerable modification on any of the above to be eligible (2 points)
- Project does not demonstrate an ability to meet eligibility criteria or the applicant is otherwise debarred or ineligible for federal funds (0 points)

COMMENTS:

SCORE: _____

1.B Organizational Capacity	*MAX POINTS: 15*

**Each application must demonstrate that the applicant is capable of successfully executing the proposed project – along with the corresponding compliance, reporting and administrative requirements - given its complexity and risks, including:

- Past performance successfully executing previous government-funded affordable housing development projects (15 points); or
- Past performance successfully executing any affordable housing development project (10 points); or
- Past performance successfully executing housing projects similar in scope to the current proposal (5 points); or
- Past performance successfully executing housing projects not similar to the current proposal (2 points); or
- Past performance successfully executing any construction or development project (1 point); or
- No previous construction or development experience (0 points)

***If the applicant has not been awarded HUD funds previously, they should demonstrate successfully executing projects similar to what is proposed**

COMMENTS:

SCORE: _____

Section 2: Application Evaluation

For projects which meet the Threshold Criteria, reviewer proceed to complete remaining portions of the Application Scoring Worksheet. Total Score = Section 1 + Section 2.

2.A Benefit to Low- and Moderate-Income Persons   *MAX POINTS: 15 (+4 possible bonus)*

Each application must demonstrate that the proposed project will serve primarily low- and moderate-Income households. The greater percentage of the project that is restricted for target incomes, the more points are awarded:
      o   80 - 100% Affordable Units = 15 points
      o   50 - 79% Affordable Units = 12 points
      o   20 – 49% Affordable Units = 10 points
      o   <20% Affordable Units = 2 points
      o   0% Affordable Units = 0 points
 	
Projects that meet income targets that are lower than required funding source and/or that have extended affordability will be eligible for up to 4 bonus points:
      o   Project has a significant percentage of units that target AMI levels lower than is what is required by the funding source = up to 2 bonus points
      o   Project has an affordability period that is materially longer than what is required by the funding source (>20 years) = up to 2 bonus points

COMMENTS: *SCORE: _____*

2.B Priority for Equity and Accessibility	*MAX POINTS: 25 (+6 possible bonus)*

Each application must demonstrate that the project will help the City achieve its goal of increasing the availability of equitable, accessible, and sustainable affordable housing and services:

- How the project helps increase availability of affordable housing in a broader range of neighborhoods (up to 10 points)
- Project is in transit growth corridor (up to 5 points)
- How the project will serve/reach a diverse set of applicants, including diverse low-income residents in the host neighborhood (up to 5 points)
- How the project will comply with Section 504 and ADA requirements (up to 5 points)

Projects that incorporate either Universal Design or are Fully ADA Accessible are eligible for up to 2 bonus points in this section.

Projects that comply with the Rhode Island Stretch Energy Code are eligible for up to 2 bonus points. An additional 2 bonus points may be awarded for projects that are 100% electric.

COMMENTS:

SCORE: _____

2.C Project Staff Experience and Expertise	*MAX POINTS: 15*

Each application must demonstrate that the proposed project will be successfully managed by a team with sufficient expertise and experience, including:

- Staff assigned to the project have worked on similar projects and have demonstrated sufficient understanding of their role in this kind/type of project and resumes included with application (up to 5 points)
- Contractors and/or consultants selected for the project have a history of on-time completion of the kind of work they've been hired for (up to 5 points)
- The project's timelines are reasonable given the other commitments of the organization's team and the overall context of the project (up to 5 points)

COMMENTS:

SCORE: _____

| 2.D Cost Reasonableness and Effectiveness | *MAX POINTS: 15 (+5 possible bonus)* |

Each application must demonstrate that the project's finances are reasonable and will effectively sustain the project, including:

- Budgeted costs and subsidy per unit are reasonable and in line with industry standards (up to 5 points)
- Funding commitments are secured. Projects with speculative funding, or projects that rely more than 50% on the funding sought in this application, will be lower priority (up to 5 points)
- Project is financially viable (sources adequate to cover uses; operating budget cash flow positive through year 30 if rental) (up to 5 points)
- Project can provide debt service on requested financing (up to 5 points)

COMMENTS:

SCORE: _____

Section 3: Scoring Total

TOTAL SCORE – SECTION 1: _____

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TOTAL SCORE – SECTION 2: _____

APPLICATION TOTAL SCORE: _____

Section 4: Reviewer Comments

Please note the major strengths of the application as well as deficiencies, if any, along with any other comments that are relevant to the evaluation of the application.

4.A Reviewer Comments

HOPWA-APPLICATION SCORING WORKSHEET

Applicant:		
Proposal (#):		
Program Category:		
Request:		
Reviewer Recommended Award		
Total Score:		

_____

APPLICANT CAPACITY (Maximum 25 Points)

Does the agency have sufficient qualified staff to carry out the Program?
Does the agency/staff have suitable prior experience serving target population?
Does the agency have a positive record of implementing similar programs?
Does the agency have capacity for the proposed program activities and program commitments?
Does the agency have adequate fiscal capacity to implement the program?

_____

NEED/EXTENT OF PROBLEM (Maximum 25 Points)

Are the needs of the target population and the need for the described well?
Is the program consistent with the priorities described in the Con Plan?
Does the application demonstrate the need for the program?
Does the program duplicate existing programs and services?
Is there a demand for the services? Are there waiting lists?

_____

SOUNDNESS OF APPROACH (Maximum 25 Points)

Are the services and program to be offered clearly described as well as the specific target population to be served?
Do the proposed services respond to the needs of the population to be served? Are the type and scale of services appropriate for the target population?
Does the program propose adequate and appropriate services for the population?
Does the application include expected outcomes and specific measures by which the program's success can be assessed periodically?
Does the proposed program encourage service coordination with other organizations?

_____

OPERATIONAL FEASIBILITY (Maximum 25 Points)

Does the application contain clear and complete plans for implementing the program?
Is committed funding adequate for implementation of the proposed program?
Is the strategy for securing additional support and commitment adequate?
Is the proposed staffing and training adequate for the proposed services?
Is the program ready to be implemented and how soon?

TOTAL POINTS AWARDED: _____