

**EVALUATION CRITERIA  
2011 FEDERAL HOUSING AND  
COMMUNITY DEVELOPMENT FUNDS**

Evaluator's Initials: \_\_\_\_\_ Total Score: \_\_\_\_\_ Average Score: \_\_\_\_\_

Applicant's/Organization's Name: \_\_\_\_\_

Activity: \_\_\_\_\_

This project is applying for:

Community Development Block Grant	Y	N
Emergency Shelter Grant	Y	N
HOME Investment Partnerships Program	Y	N
Housing Opportunities for Persons with HIV/AIDS	Y	N

**Threshold Criteria: If the answer to any of the following threshold criteria is no, then the project is not eligible to receive funding.**

1. Did the applicant indicate which HUD objective and outcome this project will meet?  
(Question 1)

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Did the applicant indicate which Consolidated Plan goal this project will meet? If the applicant did not identify a Consolidated Plan goal, the project is not eligible for funding.  
(Question 2)

Goal Identified: Yes \_\_\_\_\_ No \_\_\_\_\_

3. HOME ONLY: Did the applicant include a map of their specific strategic target area?  
(Question 5b)

Yes \_\_\_\_\_ No \_\_\_\_\_

Did the applicant include proposed addresses? If yes, add 5 points to the total score.

Yes \_\_\_\_\_ No \_\_\_\_\_

Did the applicant provide proof of site control? If yes, add 5 points to the total score.

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Will the property be properly zoned for the intended use by January 1, 2011? (Question 7)

Yes \_\_\_\_\_ No \_\_\_\_\_

5. If the applicant has received monitoring findings from the City in 2008 or 2009, have they been resolved? (Question 15)

Yes \_\_\_\_\_ No \_\_\_\_\_

**Project Information (Maximum 32 Points):**

3. Did the applicant clearly demonstrate how the proposed project will meet:

a. the goal(s) identified in question #3a? (Question 3a)

Yes (5 points) \_\_\_\_\_ No (0 points) \_\_\_\_\_

b. an initiative outlined by the City's administration? (Question 3b)

The City initiatives are:

- Improving neighborhoods through business and job growth:
  - Increase Indianapolis' attractiveness to new companies
  - Ease the expansion of existing businesses
  - Provide a nurturing environment for entrepreneurs
  - Improve and support the education of all of our youth
  - Promote business development from all types of citizens of all ages, ethnicities and backgrounds
  
- Bringing pride to our neighborhoods:
  - Reduce the blight of abandoned homes
  - Increase development in and around Brownfield's and other redevelopment sites
  - Enhance access to housing for all families
  
- Improving the quality of life for residents of Marion County:
  - Promote safer neighborhoods
  - Reduce blight
  - Improve education
  - Encourage appropriately sized developments and alternative forms of transportation

Yes (5 points) \_\_\_\_\_ No (0 points) \_\_\_\_\_

c. the principles of healthy neighborhoods? (Question 3c)

The core principals are: (this is *not* a complete description; more information can be found about the at: [www.greatindyneighborhoods.org](http://www.greatindyneighborhoods.org))

- Healthy neighborhoods value and cultivate skilled leadership and an active citizenry.
- Healthy neighborhoods foster the creation of a “future community vision” and develop a holistic set of neighborhood strategies to achieve that vision.
- Healthy neighborhoods place a high value on intellectual and moral education.
- In healthy neighborhoods, Police and citizens partner together to create a safe, crime-free environment.
- Healthy neighborhoods exist with a metropolitan setting where governments and the private, philanthropic and independent sectors value and provide coordinated support.
- Healthy communities have an integrated economic relationship with the surrounding region providing both producers and consumers an economic opportunity.
- Healthy communities manage and invest in local properties and the common environment.
- Healthy communities offer attractive housing as a community asset.
- Healthy communities offer a wide and varied array of artistic, cultural, recreational and spiritual programs and venues.
- Healthy communities possess a complement of retail and professional services.
- Healthy communities maintain the highest standard of health and human services.

Yes (5 points)\_\_\_\_\_

No (0 points)\_\_\_\_\_

4. What percentage of the total population served will be special needs (homeless, disabled, and/or senior citizens)?

If answer to #4b÷#4a = 100% (5 points) \_\_\_\_\_

If answer to #4b÷#4a = 50-99% (3 points) \_\_\_\_\_

If answer to #4b÷#4a = 0-49% (0 points) \_\_\_\_\_

5. Did the applicant provide sufficient data specific to the service area identified to indicate need for the proposed program? Examples of data may include area median income, age distribution, access to or availability of services, number of substandard housing units, etc.

Need identified, realistic proposal to meet that need is provided (3 points) \_\_\_\_\_

Need identified, proposal is NOT realistic or provided (1 point) \_\_\_\_\_

Need is not identified (0 points) \_\_\_\_\_

6. Does the applicant have an internal method of evaluation in place to evaluate outcomes? Are the goals SMART = Specific, Measureable, Achieveable, Realistic, Time Bound? – each outcome must meet this to get the points

No SMART outcomes (0 points) \_\_\_\_\_

One SMART outcome (2 points) \_\_\_\_\_

Two SMART outcome (4 points) \_\_\_\_\_

Three SMART outcome (6 points) \_\_\_\_\_

8. Organization has attached letters of support from the community to the application. Award one point per letter. Letters of Support must be **labeled as letters of support, recently dated, project specific and signed**. Total points can range from a minimum of 0 points to a maximum of 5 points.

Three support letter sources including board member letter (3 points) \_\_\_\_\_

Two support letter sources including board member letter (2 points) \_\_\_\_\_

One support letter source including board member letter (1 point) \_\_\_\_\_

\*#'s 9-12 not scored

**Capacity (Maximum 28 Points):**

13. Did the applicant provide brief descriptions for each staff position including staff experience and professional responsibilities for carrying out the project and administering the grant funds?

Descriptions were included for each staff position and organization has sufficient staff to manage the proposed program and administer grant funds. (5 points) \_\_\_\_\_

Not all descriptions were included, it is difficult to determine if organization has sufficient staff to manage the proposed program and administer grant funds. (0 points) \_\_\_\_\_

14. Does the organization have experience in managing non-city grant funds? (Question 14)

Has experience in managing other non-city federal grant funds (2 points) \_\_\_\_\_

Has experience in managing other non-city grant funds such as, private philanthropic or state funds (1 point) \_\_\_\_\_

Has no experience in managing non-city grant funds (0 points) \_\_\_\_\_

16. Organization has attached letters from partner organizations? Award one point per letter. Letters from partners must be **labeled as letters from partners, recently dated, project specific, describe the role of the partner and be signed.** Total points can range from a minimum of 0 points to a maximum of 5 points. (Question 16)

No letters from partners were included (0 points) \_\_\_\_\_

One letter from a partner was included (1 point) \_\_\_\_\_

Two letters from partners were included (2 points) \_\_\_\_\_

Three letters from partners were included (3 points) \_\_\_\_\_

Four letters from partners were included (4 points) \_\_\_\_\_

Five or more letters from partners were included (5 points) \_\_\_\_\_

17. Is the list of board members attached and does it contain their positions, contact information, term expiration, and on which committees they participate.

Yes (2 points)\_\_\_\_\_ No (0 points)\_\_\_\_\_

18. Did the applicant complete the board meeting chart?

Yes (1 points)\_\_\_\_\_ No (0 points)\_\_\_\_\_

19. Organization has defined skills, abilities and representation needed on the board and uses this information for board recruitment?

Yes (2 points)\_\_\_\_\_ No (0 points)\_\_\_\_\_

20. Organization’s board participated in board training in 2009 or 2010.

Yes (2 points)\_\_\_\_\_ No (0 points)\_\_\_\_\_

21. Organization has established financial controls that have been incorporated into its standard operating procedures. Total points can range from a minimum of 0 points to a maximum of 5 points. (Question 22)

No financial controls indicated (0 points) \_\_\_\_\_

One financial control indicated (1 point) \_\_\_\_\_

Two financial controls indicated (2 points) \_\_\_\_\_

Three financial controls indicated (3 points) \_\_\_\_\_

Four financial controls indicated (4 points) \_\_\_\_\_

Five or more financial controls indicated (5 points) \_\_\_\_\_

**Funding Information (Maximum 35 Points):**

22. Organization has leveraged other funding sources.

If answer to question 26 is 1-30%, award 10 points \_\_\_\_\_

If answer to question 26 is 31-50%, award 7 points \_\_\_\_\_

If answer to question 26 is 51-95%, award 3 points \_\_\_\_\_

If answer to question 26 is 96-100%, award 0 points \_\_\_\_\_

23. Organization has documentation of match/leverage. Letters documenting match/leverage must be **labeled as letters of match/leverage documentation, recently dated, include the dollar amount, include the dates of when the match/leverage will be available, be project specific and be signed.** Total points can range from a minimum of 0 points to a maximum of 10 points.

If 70-99% of total project funds are committed, award 10 points \_\_\_\_\_

If 50-69% of total project funds are committed, award 7 points \_\_\_\_\_

If 5-49% of total project funds are committed, award 3 points \_\_\_\_\_

If 0-4% of total project funds are committed, award 0 points \_\_\_\_\_

24. Organization has contingency plan to find additional funds for the project/program and modify the project/program.

Yes, organization identified other possible funding sources to pursue and identified project/program modifications. (5 points) \_\_\_\_\_

Organization identified other possible funding sources, but did not identify project/program modifications. (2 points) \_\_\_\_\_

Organization did not identify other possible funding sources, but did identify project/program modifications. (2 points) \_\_\_\_\_

Organization did not identify other possible funding sources and did not identify project/program modifications. (0 points) \_\_\_\_\_

29. Completed budget worksheet correctly. The total of Column A equals the amount of funding being requested in question 22a. The total of Column D equals the total project cost in question 22b. All columns and rows are added correctly

Yes (5 points)\_\_\_\_\_

No (0 points)\_\_\_\_\_

30. All line items of the budget narrative have clear cost calculations, and it is easy to identify how federal funds will be used and how budget line items were determined.

Yes (5 points).

No (0 points)\_\_\_\_\_

**Citizen Input (Maximum 5 Points):**

1. Organization has met one or more of the top needs identified by citizens in the Indianapolis Community. (Not tied to a question)

Top needs identified by citizen input are:

Top 5 Housing Needs:

1. Demolition/Rehabilitation of Unsafe and Abandoned Properties.
2. Home Repair Assistance
3. Emergency Shelters
4. Creation of Permanent Supportive Housing.
5. Single Family Homeownership

Top 3 Service Needs:

1. Crime Awareness.
2. Youth Services
3. Transportation Services

Top 3 Homeless Service Needs:

1. Job Training
2. Life Skills
3. Mental Health Services

Yes (5 points)\_\_\_\_\_

No (0 points)\_\_\_\_\_

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