

Community Development Division  
 Application for 2011-2012 Funding  
 PROPOSAL REVIEW CRITERIA:

To be used in similar formats for all reviewing committees

Forms will be completed by individual committee members after reading proposals.

Agency \_\_\_\_\_ Program/Project Title \_\_\_\_\_ Project # \_\_\_\_\_

|  | 10 points  | 10 points  | Points       |
|--|--|--|--------------|
| <b>Q: P6,7, 10 NC1, RH6, OH3</b><br>1. To what extent does the proposal meet the Objectives of the Community Development Program Goals and Priorities for 2011-2012  | 1<br>Does not meet objectives or priorities  | 10<br>Meets objectives and priorities  | 10<br>Points |
| <b>Q: P7-19, 23, 24, 27 NC 1-2 RH 1-4, OH 1-4</b><br>2. To what extent is the proposed program design and work plan sufficiently detailed to demonstrate the ability to result in a positive impact on the need or problem identified?             | 1<br>Ineffective program design, unlikely to have a positive impact                                    | 10<br>Highly effective program design, logical & efficient work plan, very likely to have positive impact  | 10<br>Points |
| <b>Q: P8 &amp; 29, NC 5 &amp; 6</b><br>3. To what extent does the proposal include objectives that are realistic and measurable and are likely to be achieved within the proposed timeline?  | 1<br>Vague objectives, not realistic or measurable, unlikely to be achieved within timeline            | 5 points<br>Clear objectives, realistic & measurable, very likely to be achieved within timeline   | 5<br>Points  |
| <b>Q: P17-19, A5-7, 9 NC 1</b><br>4. To what extent do the agency, staff and/or Board experience, qualifications, past performance and capacity indicate probable success of the proposal?   | 1<br>Low capacity to provide high quality service, poor track record, poor qualifications.             | 10 points<br>High capacity to provide high quality services, strong administration, excellent track record, high staff and Board qualifications. | 10<br>Points |
| <b>Q: P1-5, 19 22, N1-2 A3, 8-9, NC4, RH5, 8, 9, OH 7, ED3 &amp; 4</b><br>5. To what extent is the agency's proposed budget reasonable and realistic, able to leverage additional resources, and demonstrate sound fiscal planning and management? | 1<br>Proposed budget is unclear and/or incorrect, unrealistic, does not leverage additional resources. | 10<br>Proposed budget is clear and accurate, reflects realistic & appropriate costs, leverages other funds to support program                    | 10<br>Points |
| P = Program Section<br>A = Agency Overview<br>N = Non City Funding<br>NC = Neighborhood Centers / Gardens  | RH = Rental Housing<br>OH = Housing for Buyers<br>ED = Economic Development -- Capital Proj.           |  |              |

|  |   |   |                      |
|--|---|---|----------------------|
| <p><b>Q: P13 – 15, A2, NCI</b></p> <p>6. To what extent does the agency's proposal demonstrate efforts and success at securing a diverse array of support, including volunteers, in-kind support and securing partnerships with agencies and community groups?</p>   | <p><b>1</b></p> <p>Very few partnerships, volunteer or in-kind support.</p>   | <p><b>5</b></p> <p>Strong partnerships, effectively utilize volunteers &amp; in-kind support.</p>   | <p><b>Points</b></p> |
| <p><b>Q: P10-12, 16, 20, 21, 25, 27 &amp; 28, RH3</b></p> <p>7. To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?</p> | <p><b>1</b></p> <p>Little attention paid to culturally relevant programming, few low income individuals served, no specific plan for addressing accessibility or language barriers.</p> | <p><b>5</b></p> <p>Program design is culturally responsive, addresses accessibility &amp; language needs of a variety of individuals, serves a high number of low income individuals.</p> | <p><b>Points</b></p> |
| <p><b>P7, 11, 20, 21 &amp; 28, RH1, 2, 5-7, OH1-3, 5 &amp; 6, ED 1 &amp; 2, NCI, 3</b></p> <p>8. To what extent does the proposal meet the technical and regulatory requirements and unit cost limits as applicable? To what extent is there clear and precise proposal information to determine eligibility?</p>            | <p><b>1</b></p> <p>Program does not meet the technical or regulatory requirements, exceeds cost limits or information is unclear to determine compliance with regulations.</p>          | <p><b>5</b></p> <p>Program meets the technical or regulatory requirements, is within cost limits, clear, precise information.</p>   | <p><b>Points</b></p> |
| <p><b>Additional criteria for CDBG Capital Projects:</b></p>   |   |   |                      |
| <p><b>RH1 &amp; 7, OH 1 &amp; 2, ED1</b></p> <p>9. To what extent is the site identified for the proposed project appropriate in terms of minimizing negative environmental issues, relocation and neighborhood or public concerns?</p>  | <p><b>1</b></p> <p>Site identified has major barriers such as displacement/relocation, environmental, neighborhood or public concerns.</p>  | <p><b>5</b></p> <p>Site has been vetted, no problems identified, neighborhood &amp; public are supportive of project at this site.</p>  | <p><b>Points</b></p> |
| <p><b>P = Program Section</b><br/> <b>A = Agency Overview</b><br/> <b>N = Non City Funding</b><br/> <b>NC = Neighborhood Centers / Gardens</b></p>   | <p><b>RH = Rental Housing</b><br/> <b>OH = Housing for Buyers</b><br/> <b>ED = Economic Development – Capital Proj.</b></p>   |   |                      |
| <p>Comments, thoughts, issues:</p>   |   |   |                      |
| <p><b>60 Total Points Possible</b></p> <p><b>65 Total Points Possible if a Capital Project</b></p>   |   | <p><b>Total Points Assigned to Proposal:</b></p>  |                      |

Agency \_\_\_\_\_

Program/Project Title \_\_\_\_\_

Project # \_\_\_\_\_

CDBG Committee /Name of Person completing this form: \_\_\_\_\_

If you have questions about this proposal that you would want the agency to address during their scheduled question/answer time, please list them below. Submit these questions to the Community Development Division Office by the time period identified by program goal area listed below:

Housing and Economic Development: Due  
Access and Homeless: Due

Questions (list):

**2010 Summer Meeting Schedule  
Updated 5/25/10**

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| <b>Board/Committee/Commission: CDBG Committee</b>  |
| <b>Contact Person: Pam Rood / Mary Charnitz Dept.: CDBG</b>  |
| <b>Phone Number: 266-6520</b>  |
| <b>E-Mail Address: <a href="mailto:prood@cityofmadison.com">prood@cityofmadison.com</a> / <a href="mailto:mcharnitz@cityofmadison.com">mcharnitz@cityofmadison.com</a></b> |

**CDBG Committee**

| DAY      | DATE                     | TIME      | TOPIC  | LOCATION                              |
|----------|--------------------------|-----------|--|---------------------------------------|
| Thursday | June 3                   | 5:00 p.m. | Funding Overview                                       | Room 300, MMB                         |
| Monday   | August 2                 | 5:00 p.m. | Q & A on Housing and Economic Development proposals    | Room 260, MMB                         |
| Thursday | August 5                 | 5:00 p.m. | Q & A on Access and Homeless proposals                 | Room 260, MMB                         |
| Tuesday  | August 10                | 5:00 p.m. | Funding Recommendations                                | Room 300, MMB                         |
| Thursday | August 12                | 5:00 p.m. | Funding Recommendations                                | Room LL-110, MMB                      |
| Tuesday  | August 17<br>(if needed) | 5:00 p.m. | Funding Recommendations                                | Room 260, MMB                         |
| Thursday | September 16             | 5:30 p.m. | Public Hearing   | Labor Temple<br>2100 S. Park St. 201B |
| Thursday | September 23             | 5:00 p.m. | Final approval of 2011 Annual Plan and Recommendations | Room 300, MMB                         |

**2010 Summer Meeting Schedule**  
**Updated 5/25/10**

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| <b>Board/Committee/Commission: Conference Committee</b>        |  |
| <b>Contact Person: Lorri Wendorf Dept.: Community Services</b> |  |
| <b>Phone Number: 266-6520</b>                                  |  |
| <b>E-Mail Address: lwendorf@cityofmadison.com</b>              |  |

| <b>DAY</b> | <b>DATE</b>              | <b>TIME</b> | <b>TOPIC</b>  | <b>LOCATION</b>                       |
|------------|--------------------------|-------------|---|---------------------------------------|
| Thursday   | June 10                  | 5:00 p.m.   | Funding Overview  | Room 313, MMB                         |
| Wednesday  | August 4                 | 5:00 p.m.   | Q & A on Neighborhoods<br>Centers & Employment<br>Proposals | Room 300, MMB                         |
| Monday     | August 9                 | 5:00 p.m.   | Funding Recommendations                                     | Room 260, MMB                         |
| Monday     | August 16<br>(if needed) | 5:00 p.m.   | Funding Recommendations                                     | Room 260, MMB                         |
| Thursday   | September 16             | 5:30 p.m.   | Public Hearing  | Labor Temple<br>2100 S. Park St. 201B |