

CDBG CARES (CDBG-CV) PROGRAM RANKING RUBRIC

		LEVEL 3 EXEMPLARY/VERY COMPLETE APPLICATION <i>Considers all questions and addresses all issues deemed important</i>	LEVEL 2 ADEQUATE APPLICATION <i>May not consider some questions or address all issues deemed potentially important</i>	LEVEL 1 INADEQUATE APPLICATION <i>May not consider some questions or address all issues deemed important</i>	LEVEL 0 INCOMPLETE APPLICATION <i>Does not consider all questions and/or address all issues deemed important</i>
PROJECT NEED AND BENEFIT (500 points)	Project prevents, prepares for, and/or responds to COVID-19 (150/100/50/0 points)	<i>Thoroughly</i> demonstrates proposed project will prevent, prepare for, and/or respond to COVID-19.	<i>Sufficiently</i> demonstrates proposed project will prevent, prepare for, and/or respond to COVID-19.	<i>Insufficiently</i> demonstrates proposed project will prevent, prepare for, and/or respond to COVID-19.	<i>Does not</i> demonstrate proposed project will prevent, prepare for, and/or respond to COVID-19.
	Project provides a benefit to low- and moderate-income individuals, i.e., those earning less than 80% of the area median income (AMI) (150/100/50/0 points)	<i>Thoroughly</i> shows proposed project: • Primarily (51%+) benefits low- and moderate-income individuals • Addresses <i>critical</i> needs • <i>May demonstrate deeper targeting of benefits to households substantially below 80% AMI</i>	<i>Sufficiently</i> shows proposed project: • Primarily (51%+) benefits low- and moderate-income individuals • Addresses <i>significant</i> needs	<i>Insufficiently</i> shows proposed project: • Primarily (51%+) benefits low- and moderate-income individuals • Addresses needs	<i>Does not</i> show proposed project: • Primarily (51%+) benefits low- and moderate-income individuals • Addresses needs
	Project demonstrates a need for CDBG CV funding (100/70/40/0 points)	• <i>Thoroughly</i> explains other funding sources considered/received • Indicates no duplication of benefits • Shows proposed CDBG-CV investment is both reasonable and necessary	• <i>Adequately</i> explains other funding sources considered/received • Indicates no duplication of benefits • Shows proposed CDBG-CV investment is both reasonable and necessary	• <i>Inadequately</i> explains other funding sources considered/received • <i>May not</i> indicate no duplication of benefits • <i>May not</i> show proposed CDBG-CV investment is both reasonable and necessary	• <i>Does not</i> explain other funding sources considered/received • <i>Fails to</i> indicate no duplication of benefits • <i>Does not</i> show proposed CDBG-CV investment is both reasonable and necessary
	Project addresses critical and/or special needs as outlined in Montana's Consolidated Plan (50/0 points)	Demonstrates proposed project aligns with priorities in Montana's Consolidated Plan, such as serving populations with critical and/or special needs (e.g., the elderly; frail elderly; persons with mental, physical, and development disabilities; persons with substance use disorders; persons with HIV/AIDS and their families; public housing residents; Veterans; victims of domestic violence; and homeless or at risk of homelessness).			
	Project outcomes (50/35/15/0 points)	<i>Thoroughly</i> identifies project outcomes that are measurable/ impactful.	<i>Adequately</i> identifies project outcomes that are measurable/ impactful.	<i>Inadequately</i> identifies project outcomes that are measurable/ impactful.	<i>Does not</i> identify project outcomes that are measurable/impactful.
PROJECT READINESS (300 points)	Project Implementation (50/35/15/0 points)	Provides a <i>very complete</i> implementation schedule that considers important milestones and provides a <i>reasonable</i> timeline for accomplishments with expenditures concluding within a <i>3-year period</i> .	Provides an <i>adequate</i> implementation schedule that considers important milestones and provides a <i>reasonable</i> timeline for accomplishments with expenditures concluding within a <i>6-year period</i> .	Provides an <i>inadequate</i> implementation schedule that considers <i>only some</i> important milestones and/or provides an <i>unreasonable</i> timeline for accomplishments. *Expenditures <i>may not</i> meet CDBG-CV requirements concluding within a <i>6-year period</i> .	Provides an <i>incomplete</i> or <i>no</i> implementation schedule. *Expenditures <i>do not</i> meet CDBG-CV requirements concluding within a <i>6-year period</i> .
	Project Management (50/35/15/0 points)	<i>Thoroughly</i> shows project management is appropriate and roles and responsibilities are clearly delineated.	<i>Adequately</i> shows project management is appropriate and roles and responsibilities are clearly delineated.	<i>Inadequately</i> shows project management is appropriate and roles and responsibilities are clearly delineated.	<i>Does not</i> show project management is appropriate and roles and responsibilities are clearly delineated.
	Project Budget (100/70/40/0 points)	• Budget <i>thoroughly</i> defines, explains, and justifies each line item and considers all expenses necessary and amounts appropriate to successfully complete the project. • Application demonstrates other funding sources (if necessary) are in place.	• Budget <i>adequately</i> defines, explains, and justifies each line item but <i>may not</i> consider some expenses necessary and amounts appropriate to successfully complete the project. • Application <i>may not</i> demonstrate other funding sources (if necessary) are in place.	• Budget <i>inadequately</i> defines, explains, and justifies each line item and <i>may not</i> consider all expenses necessary and amounts appropriate to successfully complete the project • Application <i>may not</i> demonstrate other funding sources (if necessary) are in place.	• Budget is <i>not provided</i> , is <i>seriously inadequate</i> , or <i>does not</i> consider all expenses necessary and amounts appropriate to successfully complete the project. • Application <i>does not</i> demonstrate other funding sources (if necessary) are in place.
	Public Hearing (50/0 points)	Date, time, and mode of hearing ensured accessibility. Notice is evidenced with an affidavit of publication. Hearing is documented with attendee list and meeting minutes.			
	Environmental Review (50/35/15/0 points)	Checklist is <i>complete</i> and <i>expertly</i> considers impacts.	Checklist is <i>adequate</i> and <i>sufficiently</i> considers impacts.	Checklist is <i>inadequate</i> and <i>insufficiently</i> considers impacts.	Checklist is <i>seriously inadequate</i> and <i>fails to</i> consider impacts.
PROJECT COMPLIANCE (100 points)	CDBG-CV Certifications (50/0 points)	Provides executed certification.			
	Resolution to Authorize Submission of CDBG-CV Application (50/0 points)	Provides executed resolution.			