

FY 2020-22 Antioch Eligibility, Evaluation Criteria & Review of Risks

Applicant and Program Name:		New/ Existing	Type of Activity	Services in City	Facility in City
Eligibility Criteria:					
CBDO: Yes/No	ConPlan Priority:		Goal:		
National Objective:					
Eligibility: Citation:					
NEPA Determination:					
E	Application Eligibility Screening Criteria	YES Eligible	NOT Eligible		
E.1	Application is for a Need that is identified as a Consolidated Plan HIGH or MEDIUM priority				
E.2	Applicant is eligible to submit application for these funds: (a) possess a current non-profit status under the regulations of the U.S. Internal Revenue Service, (b) be a governmental entity (City, School District, Special District); or (c) in the case of Economic Development activities, a for-profit business can receive funds and provide services. (Attachment J).				
E.3	Applicant is registered with the California Secretary of State (Att L).				
E.4	Applicant files required IRS Form 990 regularly and in a timely manner (Att. K)				
E.5	Applicant's Mission and bylaws are consistent with proposed services, project, or populations. (Att. H, I)				
E.6	Applicant has adequate governing Board of Directors that oversees the agency's activities that meet at least quarterly (Att F) and Board authorization to submit application to request funding (Att. G)				
E.7	Applicant demonstrates capacity for financial management of agency funding (Application Section 4)				
E.8	Applicant has a clear and equitable grievance procedure (Att. O) and, if applicable, complies with HIPAA and Privacy regulations (Att. Q)				
E.9	Application is for a service that is eligible under the CDBG program, and serves predominantly lower income persons or areas.				
E.10	Application is not for religious activities and applicant is not a primarily religious entity unless the entity agrees to sign an agreement that it will not discriminate on the basis of religion and will not provide any sort of religious services or other types of influential activities.				
E.11	Application demonstrates understanding of the requirement to provide outreach and services and facilities that are accessible to persons with limited English proficiency, and persons with a wide variety of disabilities. (Section 5 of application, Att. O)				
E.12	Applicant has a policy of nondiscrimination and will deliver services free of discrimination on basis of race, color, religion, national origin, sex (including sexual orientation), marital status, disability, or age, in any of its policies, procedures or practices. This nondiscrimination policy covers admission and access to, or treatment or employment in programs and activities funded through the CDBG Program. Attachment M)				
#	Evaluation Criteria and Review of Risk - 100 Points Maximum	Max Points	Total Score		
1	COMMUNITY NEEDS AND PRIORITIES	20	0		
1.1	The severity of the problem has been clearly identified and documented with quality third-party information (surveys, statistics, census data, research data).	12	0		
1.2	The proposal meets the most urgent needs of the City (see Analysis of Impediments to Fair Housing Choice, Antioch Needs Analysis data, Antioch demographic data, Council priorities)	8	0		
2	BENEFITS TO TARGET POPULATION	35	0		
2.1	The data or information supplied by applicant clearly shows how the proposed service or activity will satisfactorily and effectively address the identified need.	10	0		
2.2	Clear measurements of the effectiveness of the service have been outlined in application.	8	0		
2.3	Services/activities primarily benefit lower income residents; applicant shows understanding & ability to document eligibility.	5	0		
2.4	Services/activities are physically accessible to persons with disabilities, as evidenced by Section 5.	4	0		
2.5	Outreach to clients and services delivered are culturally and linguistically appropriate and effective to clientele, as evidenced by copies of materials in Spanish and Mandarin & Section 5.	4	0		
2.6	Applicant shows evidence of collaboration with other community groups, agencies and organizations in a manner than enhances benefits for clients.	4	0		
3	APPLICANT ADMINISTRATIVE CAPACITY	25	0		
3.1	<p>EXISTING APPLICANTS have history of performance in effectively administering grants, including:</p> <ul style="list-style-type: none"> ◆ quality of Management Systems and ability to meet the management standards prescribed in 2 CFR 200.205 ◆ timeliness of compliance with applicable reporting requirements ◆ conformance with the terms and conditions of previous awards ◆ satisfactory monitoring results. ◆ ability to effectively implement statutory, regulatory or other requirements imposed <p>NEW APPLICANTS evidence ability to comply with CDBG regulations and grant expectations by:</p> <ul style="list-style-type: none"> ◆ consultations with Grant Staff ◆ overall quality of application ◆ documentation of work already accomplished in community. ◆ board members & oversight ◆ understanding of budget process ◆ review of financial capacity ◆ communication with funders or local municipalities that have experience with applicant. 	14	0		
3.2	Resumes of applicant Leadership (Executive Director, Project /Program Manager, Fiscal Officer) demonstrate capability or experience to administer CDBG funds. (Att. A, B, & C)	5	0		
3.3	Applicant has stable Executive Director, Program Manager and Financial Officer (tenure 1+ years).	3	0		
3.4	Applicant has site control of facility or means to conduct the services (such as vehicles, staff, etc.)	3	0		
4	FISCAL MANAGEMENT & ANALYSIS	20	0		
5.1	Applicant demonstrates sound fiscal management ability in current Audit and Management letter with zero or minor findings (Att. D) and complies with Single Audit requirements if expending over \$750k federal in year.	8	0		
4.2	Applicant demonstrates balance & diversity of fund sources other than City/Consortium CDBG (prior/letters of funding commitment, Att. E).	4	0		
4.3	The cost per beneficiary is reasonable compared to services provided, and the activity is cost effective.	2	0		
4.4	The percentage of funds requested to serve Antioch residents is proportional to the program budget and total persons served.	2	0		
4.5	Applicant demonstrates a high need for Antioch funding, but would remain stable without it.	2	0		
4.6	Applicant spends less than 20% of budget on administration.	2	0		
TOTAL POINTS AWARDED		100	0		