

Technical Review Scoring Matrix

Organization: _____

Reviewer: _____

Application Summary			
Applicant Name			
Application Amount			
Reviewer			
Total Scores by Section			
Categories	Technical Review Scores	Committee Adjustment Scores	Final Scores
Application Completeness (5 points)			
Design and Capacity (30 points)			
Urgency and Persistence of Need (25 points)			
Collaboration (10 points)			
Past Performance/Financial Management/General Compliance (10 points)			
Budget/Fund Development/Leveraging (20 points)			
Total Score			

Application (5 points)

Objective	Scoring Range	Actual Score
All Application questions are complete	Yes - 3 point No - 0 point	
Budget is included with no discrepancies with application content	Yes - 1 point No - 0 point	
All requested documents are submitted and complete.	Yes - 1 point No - 0 point	
Reviewer Notes		

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Design/Capacity (30 points)

Objective	Scoring Range	Actual Score
<p>Applicant demonstrates sufficient staffing experience to carry out the described COVID-19 related program</p> <p><i>Identified through staff resumes, org chart, and project description.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> 5 + years' experience - 5 points <input type="checkbox"/> 3-5 years' experience - 3 points <input type="checkbox"/> Under 3 years' experience – 1 point <input type="checkbox"/> No Experience – 0 points 	
<p>Credentials are included for all staff members listed on the project. Including verification of clear separation of duties and no conflict of interest between staff members and the Board members.</p> <p><i>Identified with org charts and resumes</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No conflict of interest verified – 5 points <input type="checkbox"/> Conflict of Interest – 0 points 	
<p>Applicant demonstrates that the proposed activity or program is to prevent, prepare for, and respond to the Coronavirus (COVID-19)</p> <p><i>Identified through a comparison of their projects description narrative compared to supporting documents like process flows, program policies, org. charts etc. and review of proposed budget.</i></p> <p><i>No evidence will mean disqualification.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Program design clearly outlined in the project description and addresses the funding source components – 25 points <input type="checkbox"/> Program is not outlined in the project description and/or does not address the funding source components – 10 points <input type="checkbox"/> No evidence or does not demonstrate prevention, preparation for, or response to this application is disqualified. 	
<p>CDBG-CV Only: Is the population served clearly identified to benefit LMI persons?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Identified serving 100% - 51% LMI persons– 5 points <input type="checkbox"/> Identified to serve less than 100% - 51% LMI Persons within a National Objective – 3 points <input type="checkbox"/> Not clearly identified – 0 points 	
<p>ESG-CV Only: Are the individuals served in this program clearly defined within the ESG-CV eligible categories and match program description?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Program description outlines the individuals served appropriate to the funding category – 5 points <input type="checkbox"/> Program description does not outlines the individuals served appropriate to the funding category – 0 points 	

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Urgency/Persistence of Need (25 points)

Objective	Scoring Range	Actual Score
<p>Program clearly identifies the urgency of the community for the prevention, preparation for, response to COVID-19, or need and how this project will address both the need and urgency. This section is statistically supported.</p> <p><i>Applicant needs to provide statistical analysis supporting that this program meets a community need. Points are scored based on the strength of their response.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Application contains statistical analysis of supporting the urgency and Need of the project – 10 points <input type="checkbox"/> Application statistically supports the need but not the urgency of the program in the community – 5 points <input type="checkbox"/> Application does not statistically support either the urgency or the need of the program in the community - 0 	
<p>Program clearly identifies a pathway to address the need and clearly defines the impact on individuals/households that will receive services and how these services will prevent, prepare for, and respond to COVID-19.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Program clearly identifies how the needs identified are to be addressed and how the recipient will benefit from the program – 10 points <input type="checkbox"/> Program does not clearly identify how the needs identified are to be addressed and how the recipient will benefit from the program – 0 points 	
<p>Project has procedures and methods to track reportable outcomes and the activities relation to the prevention of, preparation, and response to COVID-19.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Application has procedures and methods to track reportable outcomes – 5 points <input type="checkbox"/> Application does not have procedures and methods to track reportable outcomes – 0 points 	
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Collaboration (10 points)

Objective	Scoring Range	Actual Score
<p>Applicant demonstrates clearly how their scope of service collaborates with other organization to serve all the needs of the client.</p> <p><i>This will be demonstrated by documentation provided that shows how they are already or proposing to collaborate services</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Application has clear collaboration with other agencies – 2 points <input type="checkbox"/> Application does not have clear collaboration with other agencies – 0 points 	
<p>Applicant clearly demonstrates the avoidance of duplicated services.</p> <p><i>This will be demonstrated through signed self-certification, program policies, and program description.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Application does not duplicate services– 3 points <input type="checkbox"/> Application does duplicate services – 0 points 	
<p>Applicant is actively participating CoC related activities and/or meetings.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Applicant has attended 100% - 90% of the SCSOC Meetings in 2018-2019 – 5 points <input type="checkbox"/> Applicant has attended 89% - 50% of the SCSOC Meetings in 2018-2019 – 3 points <input type="checkbox"/> Applicant has attended less than 50% of the SCSOC Meetings in 2018-2019 – 1 points <input type="checkbox"/> Applicant has not attended any of the SCSOC Meetings in 2018-2019 – 0 points 	
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Past Performance and General Compliance (10 Points)

Objective	Scoring Range	Actual Score
Applicant spent all of the funds requested in the past three years?	<input type="checkbox"/> Program did spend all grant funds requested– 2 points <input type="checkbox"/> Program did not spend all grant funds requested – 0 points	
Applicant complied with the reporting requirements in their last grant cycle?	<input type="checkbox"/> Program did submit reports on-time – 2 points <input type="checkbox"/> Program did not submit reports on-time – 0 points	
Applicant met defined measurable objectives.	<input type="checkbox"/> Program did meet objectives – 2 points <input type="checkbox"/> Program did not meet objectives – 0 points	
Monitoring Outcomes	<input type="checkbox"/> Program did not have any findings or concerns in 2019-2020 program year – 4 points <input type="checkbox"/> Program did have any findings or concerns in 2019-2020 program year, but resolved in a timely manner – 1 point <input type="checkbox"/> Program did have findings or concerns in 2019-2020 and still not resolved – 0 points	
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Budget/Financial Management/Fund Development (20 points)

Objective	Scoring Range	Actual Score
Program budget is clearly defined in relation to COVID-19.	<input type="checkbox"/> Complete and clear Program budget – 5 points <input type="checkbox"/> Incomplete Program budget – 0 points	
Requested use of funds is identified within program budget including clear grant funding indicators in the appropriate CDBG-CV/ESG-CV Column.	<input type="checkbox"/> Use of funds is clearly identified– 5 points <input type="checkbox"/> Use of funds is identified but not broken down within the requested funding categories – 3 points <input type="checkbox"/> Use of funds not identified by funding source and category- -0 Points	
Requested use of Funds is eligible under CDBG-CV/ESG-CV regulations	<input type="checkbox"/> Use of funds is eligible – 5 points <input type="checkbox"/> Use of Funds is not eligible – 0 points	
Financial Management policies are uploaded and represent a clear understanding of the HUD regulations including Internal controls.	<input type="checkbox"/> Financial Management policies are uploaded and match the requested program – 4 points <input type="checkbox"/> Financial Managements policies are not uploaded – 0 points	
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Uploaded Document List

Applicant Information

- Exhibit E: Articles of Incorporation as a nonprofit corporation from the California Secretary of State.
- Exhibit F: By-Laws as registered with the California Secretary of State
- Exhibit G: Letter from the California Franchise Tax Board determining tax-exempt status under Section 23701d, Revenue and Taxation Code.
- Exhibit H: Letter from Internal Revenue Service determining the organization's tax-exempt status under Section 501(c) (3) of the Internal Revenue Code.
- Exhibit I: Business License (If Applicable)
- Exhibit J: Request for NEPA Environmental Review. Original Signature is required.
- Exhibit K: Proof of Insurance: Provide a copy of the Insurance Certificate per the requirements on the template below. Please note if funding granted, new insurance requirements will apply. Please print, sign and upload COM Insurance Document.
- Exhibit L: Professional References - Please provide contact information for three (3) partnering agencies, non-profits, service providers, or public/private agencies.

Design and Capacity

- Exhibit M: Provide Board Resolution authorizing Applicant to submit CDBG-CV/ESG-CV application to the City of Modesto, accept the Grant if awarded & execute grant agreements. Reso will not be accepted if authorization does not specify City of Modesto.
- Exhibit N: Certifications: Please provide copies of current applicable licenses, evidence that fingerprinting requirements of staff have been met, and certifications that pertain to the project or project component that will utilize CDBG-CV funds.
- Exhibit O: Site Control: Please attach documentation regarding the status of or evidence of site control.
- Exhibit P: Program Staff Resume(s): Provide copies of resumes for the program staff that is involved in operating and/or implementing this program AND job descriptions for each.
- Exhibit Q: Any and all documents related to the Design and execution of the program. This includes policies, procedures, process flows, intake, and/or eligibility forms.
- Exhibit R: Any and all statistical back-up related to the program/ Project development including evidence of program expansion.

Conflict of Interest

- Exhibit S: Board of Directors: Copy of names, addresses, phone numbers and title of current members of the Board of Directors and Officers of the Organization.
- Exhibit T: Organizational Chart: Please upload a current Organization Chart for your respective Non-Profit/Organization.

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- Exhibit U: Disclosure of City Relationships - Please list any employees or board members of the Organization who are elected officials, appointed members of a City of Modesto Commission/Committee, or a City employee (if applicable).

Past Performance/Compliance

- Exhibit V: Certified Audit and/or Financial Statement (most recent).
- Exhibit W: Pre-Award Risk Assessment to provide information about the operations of your organization. Please copy to your computer, once complete, print and upload prior to submitting application.
- Exhibit X: Policies and Procedures that support compliance with Local, State, and Federal Regulations as referenced in the Applicant certification section of the application.
- Exhibit Y: Any and all supporting documentation for findings or concerns issued by any audits during FY 2019-2020.

Financial/Budget

- Exhibit Z: Fee Schedule: Reasonable fees may be charged for project services. If fees are charged provide a copy or schedule. Failure to submit the fee schedule for a fee-based project will render your application as disqualified.
- Exhibit ZA: Fiscal Policies & Procedures-Please upload a copy of your Organization's current Fiscal Policies and Procedures.
- Exhibit ZB: Any and all documents supporting leverage/match funds included but not limited to award letters, history of fundraising efforts.