



Community Development Block Grant Program

Fiscal Year 2024 Scoring Rubric

In response to stakeholder feedback, in the fiscal year 2024, the CDBG application process is moving to an online program. ZoomGrants™ will streamline processes for both applicants and the Advisory Board. Each application will be evaluated and scored by Advisory Board Members and St. Louis County Community Development Staff based on how it meets the criteria listed in the guide below.

This guide will help applicants and CDBG Advisory Board Members understand the application process and provide a uniform approach when making funding recommendations. Each question is worth up to 10 points, for a maximum score of 100. Please note scores are one of several tools utilized; a high score does not guarantee project funding. Feel free to contact St. Louis County Community Development with any questions.

Advisory Board Scoring Questions

1. The applicant's project aligns with one or more current Consolidated Plan objectives.

The Consolidated Plan Objectives are as follows:

- Create viable communities through infrastructure and accessibility improvements and provision of community services.
- Preserve and expand the supply of decent, affordable rental and owner-occupied housing through rehabilitation, development, home buyer assistance, and homeless/special needs housing support.
- Expand economic opportunities through increased employment opportunities and an increased tax base.

2. The applicant demonstrates a timely need for CDBG funding to conduct the project.

Consider things such as: Will the project be able to move forward without CDBG funding? Will the project be more impactful or effective this fiscal year, as opposed to the next fiscal year?

3. The applicant has the administrative capacity and leveraged funding to complete the project within 18 months of the award of funds.

Consider things such as: Has the applicant undertaken projects of this type and scale before? If the applicant previously received CDBG funds, were the funds expended within 18 months? Is the applicant prepared with effective timelines, goals, and estimates?

4. The applicant's project will be impactful within their community.

Consider things such as: Does the project have support from the local community? Will the applicant utilize the funding in the most efficient way?

5. The project addresses the need identified in the application.

Consider things such as: Is the project directly related to the problem/need that they identified? Is the project an innovative solution to reduce the need or is it a temporary 'Band-Aid'?

St. Louis County Community Development Scoring Questions

1. Does the applicant spend their money timely?

Consider things such as: Based on previous CDBG awards, does the applicant regularly spend money timely? New applicants will receive the maximum score for this question.

2. Does the applicant furnish documents in a timely manner and communicate effectively?

Consider things such as: Are the required documents complete and accurate? Does the applicant respond in a timely manner?

3. Percent of other funds leveraged.

Consider things such as: Based on total project cost, do CDBG funds comprise a majority of the funding sources (higher leverage of non-CDBG funding equals a higher score)?

4. Is the application complete?

Consider things such as: Are the answers thorough and clear? Has the applicant communicated the full scope of their project?

5. Does the applicant submit accurate reporting?

Consider things such as: Accurate and timely submissions of required documents such as Davis-Bacon Labor Standards and Client Data.

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