



**CITY OF TRACY
FY 2025-2026
CDBG / HOME APPLICATION SCORING SHEET RUBRIC**

CDBG Scoring Rubric		
Question	Points	Scoring Considerations
Local Priorities Based on Community Need/Benefit (Choose only one Category)		
CDBG Public Services Categories <u>ONLY</u>		7 = Food Distribution Services 6 = Homelessness Prevention, Intervention and Transitional Housing Services 5 = Youth Education and Enrichment Activities 4 = Senior and Special Needs Services 3 = Economic Development – Workforce Training Programs/Technical Business Assistance and Training 2 = Domestic Violence Services 1 = Economic Development – Support and Expansion of Micro-Businesses (less than five employees)
CDBG Public Facilities/Improvements Category <u>ONLY</u>		3 = Public Parks and Facilities, e.g., community centers, libraries, parks, etc. 2 = Local Infrastructure Improvements, e.g., streets, sidewalks, water/sewer, etc. 1 = Handicap Accessibility Improvements (ADA)
HOME Program <u>ONLY</u>		11= Homeless Shelters 10= Accessibility Improvements 9 = Affordable Housing 8 = Traditional Housing 7 = Homeownership Assistance 6 = Owner Occupied Housing Rehabilitation 5 = Rental Housing Rehabilitation 4 = Senior Housing 3 = Housing for Disabled Individuals 2 = Fair Housing Services 1 = Housing for Larger families

Section I. General Information (p.3)		
Name of Entity or Organization		Award Maximum points if this section is completed.
Title of Proposed Project		Award Maximum points if this section is completed.
Amount of Grant Funds Requested		Award Maximum points if this section is completed.
Total Project Cost		Award Maximum points if this section is completed.
Requested funds from other cities		Award Maximum points if this section is completed.

Section II. Project Information (p.4)		
A. Project Narrative		
1. Project Description		Excellent (3 points) = A detailed description of project is provided (work to be performed, project to be undertaken, or services to be provided).



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		<p>Good (2 points) = Project description is somewhat complete with some missing information. Poor (1 point) = Project description does not provide a lot of details.</p>
2. Needs Statement	3	<p>Excellent (3 points) = Application clearly identifies the deficiency that will be addressed by project <u>or</u> project will meet a critical need that is impacting public health or safety. Project is urgent and cannot move forward without requested funding. Good (2 points) = Application does identify the deficiency but leaves out major details <u>or</u> project will meet a moderate need for the community and CDBG funding is essential to the budget. Poor (1 point) = Application does not sufficiently identify the deficiency <u>or</u> project will meet low need and could seek other funding options or wait for future funding cycles.</p>
3. Objectives, Outcomes, and Indicators	3	<p>Excellent (3 points) = Project has detailed information on how the project will resolve the deficiency(s) and identified and measurable benchmarks. Good (2 points) = Project has some information on how the project will resolve the deficiency(s) and vague benchmarks. Poor (1 point) = Project lacks details on how the project will resolve the deficiency(s) and lacks benchmarks.</p>
4. Internal Performance Measurement	3	<p>Excellent (3 points) = Proposed indicators seem reasonable to track and attain in determining outcomes. There is a clear information outlining how success is measured for the program. Good (2 points) = Proposed indicators seem difficult to achieve or track. The information is unclear on how success is measured for the program. Poor (1 point) = Proposed indicators seem unlikely to achieve or track. There is no information on how success will be measured.</p>
5. Activities and Methodology	3	<p>Excellent (3 points) = Project has a specific plan and plan has a clear correlation to the organization's goals. Good (2 points) = Project has a plan, but it does not correlate to program goals. Poor (1 point) = Project has a plan, but it does not provide a lot of details.</p>
6. Schedule	3	<p>Excellent (3 points) = Project will be completed in one year of contract execution. Good (2 points) = Project anticipates possible delays and <u>or</u> does not have all other funding in place. Poor (1 point) = Project anticipates using funding more than one year from award announcement.</p>
7. Continuation Plan		<p>Excellent (3 points) = Provides a clear plan and budget for future operations and maintenance needs. Good (2 points) = Has plan, but not clear. Poor (1 point) = Does not appear to have funding or plan for sustainable long-term services.</p>



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B. Project Characteristics		
1. Is this a new program/service or an expansion of an existing program/service?	3	3 = Project has several years of experience with federal funding requirements and/or positive outcomes with similar projects. 2 = Has some experience but lacks detail. 1 = Has minimal experience with federal funding or project type.
2. Describe geographical boundaries of the neighborhood, community, or region to be served by the project	3	3 = Location is described in detail and specifies if land acquisition or structural improvements are proposed and attached a map. 2 = Project does not provide full details, missing some information and/or map. 1 = Project provides minimal details and is missing a lot of information and/or map.
3. Explain how this program differs from other program providing similar services in Tracy/San Joaquin County.	3	3 = Provides a clear description of how this program is different. If a collaboration, provides letter of intent from other agencies with clear roles and contributions outlined. 2 = Provides a vague description or lists other agencies without letter of intent. 1 = Provides a vague description, does not have a letter of intent.
4. Does the proposed activity conform with the General Plan, zoning, and other regulations?	3	3 = Activity fully conforms with General Plan, zoning, and other regulations. 2 = Activity partially conforms with the General Plan, zoning, and other regulations. 1 = Activity does not conform with the General Plan, zoning, and other regulations or organization has not researched this information.
5. Has any planning/predevelopment steps been completed to date? (e.g. architectural plans, engineering, land use approvals, permits, funding commitments, etc.)	3	3 = Planning/predevelopments steps are complete. 2 = Planning/predevelopment steps are partially complete or submitted and in progress. 1 = Planning/predevelopment steps are incomplete and have not been submitted.
6. Provide further information on building or property for which improvements are being proposed.	3	3= Detailed information regarding proposed improvements, specifies whether owned or rented, lease details, are renovations needed and how they are funded. 2 = Limited information regarding proposed improvements. 1= Minimal information regarding proposed improvements and missing some information.
7. Are there environmental issues such as flooding, hazardous materials, lead-based pain, or historic preservation that will need to be considered.	3	3= No environmental issues or if issues with detailed information. 2= Has environmental issues with limited information. 1= Has environmental issues with no information.
8. Has the applicant clearly recognized that Fair Labor Standards Act Compliance is required for their project?	3	3= Yes or Not Applicable 2= 1=No
9. If applicable, were relocation costs included when developing a project budget?	3	3 = Yes or Not Applicable 2 = 1 = No



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C. Beneficiary Information		
1. Provide the number of people or households that will directly benefit from your program daily OR annually.		>250 = 8 points 249-100 = 5 points 99-20 = 3 points <20 = 1 point
2. Total number of Tracy residents, by jurisdiction, expected to benefit from the proposed activity.		>250 = 8 points 249-100 = 5 points 99-20 = 3 points <20 = 1 point
3. Please classify Tracy clientele served by the program according to income levels.		<30% (extremely low) = 8 points 31% - 50% (very low) = 5 points 51% - 80 % (low) = 1 point

III. Organization Information		
A. Background		
1. Longevity – Number of years organization has conducted the program for which funding is requested		>20 = 5 points 15-19 = 4 points 10-14 = 3 points 5-9 = 2 points <5 = 1 point
B. Qualifications (p.10-11)		
1. Please describe your organization's history and experience in providing services to the community.		3= History and Experience described in detail. 2= History and Experience described but missing information. 1= History and Experience missing a lot of information.
2. Discuss the agency's capability to develop, implement, and administer the proposed project.		3 = Agency has clear plan to develop, implement, and administer the proposed project. 2 = Agency has plan but does not clearly address all three areas. 1= Agency does not provide information in all three areas.
3. Describe the organization's outreach and service delivery methods		3 = Organizations outreach activity and service methods are clearly defined. 2 = Organizations outreach activity and service methods are vague. 1 = Organizations outreach activity and service methods are not.

IV. Funding Narratives		
1. What other sources of funding are budgeted for the proposed activity?		3 = Other sources of funding are listed with attached commitment letters or N/A. 2 = Other sources of funding are listed but no commitment letters are attached. 1 = Other sources of funding are not listed.
2. Describe your organizations plan to become self-sustaining, thereby eliminating the need for future CDBG funds.		3 = Agency has clear plan to become self-sustaining. 2 = Agency has vague plan to become self-sustaining. 1 = Agency does not have a plan to be self-sustaining.