

III. PROJECT SELECTION PROCESS

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Preliminary Review

The LCDBG Staff will review each application to determine the following:

1. Timeliness of Submission – Applications that are postmarked after the deadline date will be returned to the applicant unopened and **will not be considered for funding**.
2. Completeness of the Application – Applications will be reviewed for completeness. Failure to include all forms or the inclusion of incomplete forms may result in a lower overall score.

If the determination is made during the review that the application did not contain items necessary to accurately rate the application, did not include all required forms, involved a local survey that was not conducted on a random or representative basis, or was poorly packaged, etc., then a letter detailing the inadequacies of the application will be sent to the applicant. If the next housing or public facility application submitted by the local governing body is also deemed inadequate, then a point(s) or fraction thereof may be deducted from the overall score assigned to that subsequent application. This procedure applies to all types of applications, including those that may or may not be funded.

3. Activity Eligibility – State staff will review each proposed activity to determine that it is an eligible activity that meets one of the two national objectives identified on page 3 of this application package. **Ineligible activities will not be rated.**

Applicant Selection

Description of Rating Procedures After preliminary review, all public facilities applications that meet the threshold criteria described in Chapter II of this application package will be rated/scored according to the rating criteria described in the State's FY 2008 Consolidated Annual Action Plan.

The Office of Community Development will not enter rating data from any applications that do not meet the threshold criteria identified in Chapter II of this application packages of December 17, 2007. Therefore, those applications will not be in consideration for funding for the FY 2008 program year. For the second year of the funding cycle, FY 2009, the Office of Community Development will enter rating data from any applications that meet the threshold criteria as of December 15, 2008. This may cause a change in the points awarded under the cost effective criteria; the points awarded under cost effectiveness are relative to the other applications that are being considered. Since additional applicants may meet the threshold criteria for FY 2009, there may be changes in the points awarded under cost effectiveness and in the ranking of the projects.

Scoring and Site Visits Community Center applications will be assigned raw scores, then ranked highest to lowest. After ranking, the State may select some of the highest rated applicants and conduct a site visit. Site visits will verify the information provided in the

application. If a site visit discloses information conflicting with that included in the application or the intent of the program, the State will exercise administrative discretion in making the determination as to whether or not the application will receive further consideration, or an adjustment to the score and/or the application itself. Selected applicants *may* be contacted by telephone to arrange a time to visit and to identify items the State will review while on site. Items not specifically mentioned during this phone call may be reviewed during the site visit.

Summary of Rating Criteria

Percent of Low/Mod Income Persons -----	1 point(s)
Cost Effectiveness -----	10
Frequency of Services -----	10
Number of Service Providers -----	10
Proximity of Services -----	5
Plans and Specs -----	1
<u>Renewal Community -----</u>	<u>1</u>
Total Points for the Rating of a Community Center -----	38 points

Percent of Low/Mod Income Persons (1 point) To be eligible for community center funding, the target area(s) and/or persons to whom services will be provided must be comprised of at least fifty-one percent of LMI (Low and Moderate Income) persons. Community center applications with beneficiaries at sixty percent or more for low and moderate income persons or with exclusively limited clientele based beneficiaries will receive one point.

Cost Effectiveness (10 points) The amount of funds requested divided by the total number of beneficiaries will yield the cost per person benefiting. The applicant with the lowest cost per person benefiting will receive the full ten points for Cost Effectiveness. The remainder of the applications will receive (reduced) scores which are relative to the best score.

Frequency of Services (10 points) Frequency of Services is based on how often a service will be offered—whether on a full time daily basis, part time daily basis, or less than daily. Generally, the more frequent the service the higher the score.

Number of Service Providers (10 points) The number of service providers will be taken into consideration when assigning these points. Generally, the more service providers the higher the score. All recreational activities, regardless of the number of service providers, will be considered as only one provider.

Proximity of Services (5 points) For each services provider that will be housed in the community center, the applicant has to identify the location at which those services are now provided and identify the distance in mileage from the proposed community center. The greater the travel distances that exists to obtain currently available services as compared to the distance in which it will be necessary to travel for services at the proposed community center will be a component “Proximity of Services”. Additionally, those applicants proposing services that are not currently being provided within the proposed target area, i.e. “new services” will be a component of Proximity of Services. Applications which identify new services will receive point allocations directly related to the number of new services.

For those municipalities or parishes that already have a community center(s) but may be requesting funds for another community center, a specific target area for the provision of services at the proposed community center within the boundaries of the corporate limits must be identified. Keep in mind that persons living outside a twenty mile radius of the proposed community center cannot be counted as beneficiaries

Plans and Specs (1 point) Those applicants which agree to pay all architectural and engineering costs will receive one point.

Renewal Community (1 point) If the entire target area(s) is located within a federally designated Renewal Community the applicant will receive one point.

Tie Breaker If two or more applications receive the same score the application with the highest percentage of LMI persons will be funded.

Appeals

Applicants may meet with State staff to review their application and program scores any time after grant awards have been announced. When an applicant requests an appeal, the following procedures apply:

1. Appeals will be granted only on the basis of miscalculation of numerical factors.
2. Applicants must submit a written request for an appeal within ten working days after notice of denial is received.
3. The State will respond in writing to appeal requests within ten working days.

Complaint Procedures

Persons wishing to object to the approval of an application by the State may make such objection known to the Office of Community Development, Division of Administration. The State will consider objections made only on the following grounds:

1. The applicant's description of needs and objectives is plainly inconsistent with available facts and data;
2. The activities to be undertaken are plainly inappropriate in meeting the needs and objectives identified by the applicant; and
3. The application does not comply with the requirements set forth in the FY 2006 and FY 2007 Action Plans or other applicable laws.

All complaints of this nature must be submitted to the Office of Community Development in writing. Such complaints must specifically identify the grounds upon which the complaint is being made. All objections must be supported by data to document the allegation.

Limited Clientele Requirements

Definition of a Limited Clientele Activity A Limited Clientele Activity is an activity that provides benefits to a specific group of persons rather than to all persons in a target area. Some applications may have only Limited Clientele activities and would report beneficiaries in a special way tailored to Limited Clientele beneficiaries as discussed on pages 138-139.

Limited Clientele Requirements If one of the following tests are passed the applicant can deem an activity as Limited Clientele.

1. Exclusive benefit the following types of persons who are generally presumed by HUD to be principally L/M income persons. Such groups include the following
 - Abused Children
 - Elderly Persons
 - Battered spouses
 - Homeless persons
 - Severely disabled adults
 - Illiterate adults
 - Persons with AIDS
 - Migrant farm workers
2. Information on family size and income will be maintained which will indicate that at least fifty-one percent of the persons who receive the service are of LMI income status.
3. The Community Center must be of such a nature and located in such a location that it may reasonably be concluded that the persons benefiting will primarily be LMI income persons.

Record Keeping Requirements for Limited Clientele Some applicants will have a mixture of service providers—some will be Limited Clientele while others will be target-area-wide service providers. If there is at least one service provider that offers services throughout the entire target area then reporting of beneficiaries must be done based on Census Data for the target area and/or, if necessary, local surveys. None of the service providers will be required to maintain income data proving LMI status since the census data will provide such evidence.

However, if all activities are Limited Clientele, then an applicant must report beneficiaries using the Limited Clientele method.

If an applicant will be considering all services to be provided as Limited Clientele services, some of which would be based on test number 2 above, then the service providers who qualify under test number 2 must agree to obtain and maintain income status information proving at least fifty-one percent LMI status.