



**Community Development Block Grant Program (CDBG)**

**LAKE COUNTY · PLANNING & COMMUNITY DEVELOPMENT OFFICE**

125 E. Erie Street · Painesville, OH 44077  
 Phone (440) 350-2740 · Fax (440) 350-2606

**GRANT APPLICATION REVIEW FORM**

<b>Applicant Organization:</b>
<b>Amount Requested:</b>
<b>Project Title:</b>

CATEGORY	TOTAL POSSIBLE POINTS	TOTAL POINTS EARNED
1. Application completed in its entirety	16	
2. All appropriate documentation attached	15	
3. Leverages/matches	12	
4. Collaboration	12	
5. Agency Capacity and project feasibility	20	
6. Meeting a need and fulfilling a goal based on the ConPlan	20	
Internal Controls	5	
Past Performance (maximum deduction of 5 points)	0	
<b>TOTAL</b>	<b>100</b>	



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<b>1. Application Completed in its entirety (16 points)</b>	
a. Applicant Information	Yes ___ (2 points) No ___ (0 points)
b. Project Specific Information	Yes ___ (2 points) No ___ (0 points)
c. Narrative Section	Yes ___ (2 points) No ___ (0 points)
d. Organizational Capacity	Yes ___ (2 points) No ___ (0 points)
e. Budget	Yes ___ (2 points) No ___ (0 points)
f. Schedule	Yes ___ (2 points) No ___ (0 points)
g. Threshold Criteria/Application Checklist	Yes ___ (2 points) No ___ (0 points)
h. Authorization	Yes ___ (2 points) No ___ (0 points)
Notes:	
<b>2. All appropriate documentation attached (15 points)</b>	
a. Has the applicant attached all required documents that are applicable to the proposed project?	All required documents were attached ___ (15 points) Some documents were attached ___ (5 points) No documents were attached ___ (0 points)
Notes:	
<b>3. Leverages/matches with funding from another source (12 points)</b>	
a. Was leverage or match identified in the budget section?	High level of leverage (over 50%) ___ (12 points) Some leverage (under 50%) ___ (5 points) Zero leverage ___ (0 points)
Notes:	
<b>4. Collaboration (12 points)</b>	
a. Does the applicant obtain community investments through its partnerships or other type of involvement in project development?	Yes ___ (12 points) No ___ (0 points)
Notes:	



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<b>5. Agency capacity and project feasibility (20 points)</b>	
a. Does the applicant identify individuals responsible for the success of the project that have relevant experience and that will fulfill all the needs of the project?	Yes___ (4 points) No___ (0 points)
b. Does the applicant have a clear plan in place to track and monitor the progress of the project?	Yes___ (4 points) No___ (0 points)
c. Do project estimates explain all costs necessary to support project activities and the achievement of project objectives?	Yes___ (4 points) No___ (0 points)
d. Do project milestones explain all activity necessary to complete the project within the program year?	Yes___ (4 points) No___ (0 points)
e. Is applicant able to proceed with the project based on the applicant's level of readiness?	Yes___ (4 points) No___ (0 points)
Notes:	
<b>6. Meeting a need and fulfilling a goal based on the ConPlan (20 points)</b>	
a. Does this application support the overall intent, goals, and purpose of the CDBG program as it relates to the Consolidated Plan?	Yes___ (10 points) No___ (0 points)
b. Does the applicant describe its ability to meet AFFH obligations by fulfilling one or more AFH metric?	Yes___ (10 points) No___ (0 points)
Notes:	



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<b>Internal Controls (+5 points):</b> Applicant has the ability to manage a federally funded project, as indicated by responses on the application for assistance.	
<b>Past Performance (-5):</b> Applicant has prior history of negative administrative and programmatic performance. <ul style="list-style-type: none"> <li>• ___ Did not have capacity to carry out service</li> <li>• ___ Project was not completed during program year</li> <li>• ___ Projected outcomes were not accomplished</li> <li>• ___ Reporting requirements were not met</li> <li>• ___ Federal directives were not followed</li> </ul>	

<b>TOTAL APPLICATION SCORE (100 Possible)</b>	
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<b>Reviewer Name</b>	
<b>Review Date</b>	

**Reviewer Comments:**