

ASSESSMENT FACTORS FOR PUBLIC SERVICE AGENCIES

1. **PROJECT/PROGRAM DESCRIPTION.** Is the proposed program clearly described and well thought out.
2. **NEED FOR PROJECT/PROGRAM.** Does the activity address the most urgent needs of lower income residents? Will the activity address the needs of lower income residents as identified in the City's Consolidated Plan? Will the activity contribute to economic, social and racial community integration?
3. **PROJECT/PROGRAM HISTORY.** Does the project's/program's past history warrant continued or increased funding? Has the activity been successful in the past at serving the projected number of low and moderate income clients? Has there been a demonstrated need for the services provided by the activity?
4. **NUMBER OF MOUNTAIN VIEW RESIDENTS SERVED BY THE PROJECT.** Are there accurate client records indicating the number of Mountain View residents to be served?
5. **PERCENTAGE OF LOW INCOME MOUNTAIN VIEW RESIDENTS SERVED.** Are at least 51% of the Mountain View residents served low income as required by Federal regulations (for CDBG activities)? Does the agency have an effective system for verifying clients' incomes? Will the program in combination with the other activities being funded allow the City to meet the Federal requirement that the program overall serve a minimum of 70% low income residents?
6. **PROJECT/PROGRAM COST.** Is the project cost requested reasonable? Is the cost per client reasonable for the services to be provided? If increased funding is being requested, are the numbers of persons being served also being increased? Are there other more cost-effective ways to meet the same need?
7. **LEVERAGING OF FUNDS.** Does the agency have any other funds or funding commitments to assist in financing the project?
8. **FUNDING FAIR SHARE.** If the program serves an area larger than the City of Mountain View, is the funding prorated so that Mountain View would not pay a disproportionate share of the program's costs?
9. **COST DOCUMENTATION.** Is there documentation supporting the cost of the project, e.g. a budget or spreadsheet itemizing the City's funds and other anticipated funding?
10. **IS THERE A DEMONSTRATED NEED FOR FUNDS?** Has the agency presented a convincing case as to the need for funding from Mountain View? Will the program be unable to continue without City funding?
11. **SCHEDULE.** Is there a realistic schedule indicating when funds will be needed, when the program is to be implemented, and when it will be completed? Does the program provide for the expeditious expenditure of funds?
12. **LOCAL AFFILIATION.** Does the agency have an office or facility in City of Mountain View?