



Orange County CDBG-DR Request for Applications (RFA)
Public Facilities, Housing and Planning Programs
Application Review Process

To ensure that projects are selected fairly, an evaluation committee composed of representatives from various Orange County departments and divisions will conduct an extensive review of all application submissions. The evaluation committee will provide the technical expertise necessary for scoring the project submissions, and it will be responsible for reviewing and scoring projects based on the evaluation criteria listed in Program Policies and Procedures.

To be eligible to serve on the evaluation committee, potential members must meet the following minimum criteria: (1) have experience in, or a working knowledge of, public facilities, housing, planning studies and/or projects; (2) no significant involvement in the projects being proposed or submitted during the RFA process from the agency they represent; and (3) ability to either sign a Conflict of Interest statement or to recuse themselves if needed.

The evaluation committee will not exceed ten (10) members and may consist of representatives from the following departments and divisions:

- Housing and Community Development
- Building Safety
- Planning
- Zoning
- Office of Resiliency and Sustainability
- Office of Emergency Management
- Innovation and Technology Officer

The exact membership of the evaluation committee will be finalized prior to the RFA closing date. Once the RFA closes, the evaluation committee will receive the applications packages for review, and members will be provided with an overview of the process and review of the evaluation criteria. The committee will be given the opportunity to ask Applicants questions regarding their project(s) during the agency presentations, which will be scheduled once the RFA closes. The evaluation committee will then meet again to submit individual scores for each project. Once all members have submitted their scores, the evaluation committee will discuss the scores, and all applications will be given an average score. The evaluation committee recommendations will be presented to the Community Development Advisory Board (CDAB) during their scheduled monthly meeting. The CDAB provides a general oversight of the CDBG-DR program and its implementation. Upon review of the evaluation committee recommendations, the CDAB will move to present the recommended projects and associated award amounts to the Board of County Commissioners for the final approval.