

Consolidated Plan Advisory Board						
Fiscal Year 2025 CDBG Application Scoring Criteria						
CATEGORY: Public Services						
Overall Score:					100	
Category	Criteria				Maximum Score	
1. Organization Capacity	a. Organization Project Experience: Applicant describes their experience in successfully implementing projects of similar scope and comparable				5	
	b. Organization Experience w/ LMI clients: Applicant has experience in providing services to LMI residents or presumed LMI CDBG beneficiaries; applicant explains how experience is applicable and beneficial.				5	
	c. Collaboration: Applicant describes and provides specific examples of collaboration with similar organizations, peer to peer networks, potential subcontractors and/or partner agencies for referral purposes to benefit				3	
	d. Resiliency: Applicant describes the organization's ability to anticipate, prepare for, respond, and adapt to unexpected changes or sudden disruptions in order to continue to serve their clients. Disruptions or changes can include a significant event in the national or international economy, a downturn in a particular industry, or an external event such				1	
	Total Points for Section 1:					14
2. Project Characteristics	a. Project Summary: Description of project includes all of the following items:					
		i. Activities and/or services to be provided; and			5	
		ii. Characteristics of Population(s) to be served; and			3	
		iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s)			5	
	b. Confirmation of Program Status:					
		i. Applicant selects whether the proposed project will result in either the continuation of an existing services, the substantial expansion of an existing service, or the provision of a new service				5
		ii. Applicant explains the rationale, including metrics and available data, used to make above determination in section b. i. and describes how the project is providing or will provide an impact.				
		c. Project Goals: Applicant identifies the goal(s) and anticipated impact of the project and describes how these goals will be met. Applicant includes information on associated monitoring systems and procedures				7
	d. i. Applicant indicates the number of unduplicated COSD individuals, total number of LMI anticipated to be served below 80% AMI. ii. Applicant provides clear methodology on determining anticipated outcomes.				3	
Total Points for Section 2:					28	

Category	Criteria		Maximum Score
3. Project Specifics	a. Services to be provided: Applicant provides a listing of the services to be provided and a clear description of each of these services which includes, as applicable, the following details:		
		i. The quantity and duration of each of these services;	5
		ii. The method of delivery; which should include details on how these services will be provided and if services will occur on an individual basis and/or group settings	5
		iii. Applicant provides an explanation and justification for total amount of CDBG funds requested in relation to the services provided and any fees charged. Information provided should be consistent with the proposed budget section.	4
		iv. A cost per beneficiary amount is provided and specifics are given on how costs are warranted. Costs are consistent with the proposed budget section and follows RFP Handbook guidelines on identifying eligible costs.	4
		b. Project Schedule: Applicant describes how the project will be implemented and completed within the required 12-month timeline with specific milestones and estimated expenditures per	4
		Total Points for Section 3:	22
4. Project Benefits	a. Applicant describes how the project will provide services to high need populations and results in a positive impact for LMI individuals; provides references used for this determination; describes a success story or successful outcome. Public Service project must be considered a Low and Moderate Income Limited Clientele Activity (LMC) by serving one of the following populations:		9
		i. Presume LMI clientele as defined by HUD; or	
		ii. Direct Benefit to LMI persons based on compliance with HUD income limits through documented family size and income.	
		b. Federally Designated Promise/Opportunity Zone location: Applicant's office(s) providing project services is located in at the Opportunity Zone or Promise Zone.*	2
		c. Federally Designated Promise/Opportunity Zone service location: Applicant indicates service delivery will occur to clients residing in the Opportunity Zone or Promise Zone.*	3
		d. Collateral Material: Applicant provides proof of positive impact through testimonial(s), annual report, photos/videos, social media or website postings, and/or marketing/promotional materials. Applicant shares materials that speak to their impact in the community.	2
	Total Points for Section 4:	16	

Category	Criteria				Maximum Score
5. Budget	a. Applicant identifies alternative future sources of funding to support the proposed project and demonstrates that the project will not rely on CDBG funds for program sustainability. Organization identifies how receiving award can be used to leverage in applying and/or receiving additional funding from other sources.				5
	b. Budget for project identifies all sources of funding for the total project costs				3
	c. Budget details uses of funds (City of SD CDBG and non CDBG funds) by outlining eligible budget line items to be used to support project implementation				5
	d. Budget lists all other funding sources secured for project, submits documentation for each source listed, and percent of funds leveraged (calculated by other secured funding/total project costs) is:				5
	0%-5%=0 points		41%-60%=3 points		
	6%-20%=1 point		61%-80%=4 points		
	21%-40%=2 points		81%-100%=5 points		Total Points for Section 5:
6. Project Eligibility & Performance Indicators	i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements				1
	ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements				1
	b. City of San Diego Track Record: Rating based on past performance of applicant agency on projects previously funded by the City of San Diego under the CDBG program. These are subtractive points from maximum 100 point score, determined by performance levels: <ul style="list-style-type: none"> No deficiencies (0) Minor deficiencies (-1) Moderate deficiencies (-2) Performance Indicator data collected from FY 2023 for FY 2025 evaluations.				<i>0 to -2.5 (CDD Score)</i>
	Total Points for Section 6:				2

CONSOLIDATED PLAN ADVISORY BOARD		
FISCAL YEAR 2025 CDBG APPLICATION SCORING CRITERIA		
CATEGORY: Economic Development		
		Overall Score: 100
Category	Criteria	Maximum Score
1. Organization Capacity	a. Organization Project Experience: Applicant describes their experience in successfully implementing projects of similar scope and comparable complexity. Specifics are given on organization's experience in assisting LMI individuals start-up or expand a microenterprise.	5
	b. Organization Experience w/ LMI clients: Applicant has experience in providing services to LMI residents or presumed LMI CDBG beneficiaries; applicant explains how experience is applicable and beneficial.	5
	c. Collaboration: Applicant describes and provides specific examples of collaboration with similar organizations, peer to peer networks, potential subcontractors and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients	2
	d. Resiliency: Applicant describes the organization's ability to anticipate, prepare for, respond, and adapt to unexpected changes or sudden disruptions in order to continue to serve their clients. Disruptions or changes can include a significant event in the national or international economy, a downturn in a particular industry, or an external event such as a natural disaster or pandemic.	1
	Total points for Section 1:	
2. Project Characteristics	a. Project Summary: Description of project includes all of the following items:	
	i. Activities and/or services to be provided; and	5
	ii. Characteristics of Population(s) to be served; and	3
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s)	5
	b. Confirmation of Program Status:	
	i. Applicant selects whether the proposed project will result in either the continuation of an existing service, the substantial expansion of an existing service, or the provision of a new service	5
ii. Applicant explains the rationale, including metrics and available data, used to make above determination in section b. i. and describes how the project is providing or will provide an impact.		

Category	Criteria	Maximum Score
	c. Project Goals: Applicant identifies the goal(s) and anticipated impact of the project and describes how these goals will be met. Applicant indicates the number of unduplicated COSD individuals, and number of unduplicated City of San Diego businesses to be assisted.	7
	d. Applicant includes information on associated monitoring systems, procedures, and methodology used in determining anticipated outcomes.	3
	Total points for Section 2:	28
3. Project Specifics	a. Services to be provided: Applicant provides a listing of the services to be provided and a clear description of each of these services which includes, as applicable, the following details:	
	i. The quantity and duration of each of these services;	5
	ii. The method of delivery; which should include details on how these services will be provided and if services will occur on an individual basis and/or group settings	5
	iii. Applicant provides an explanation and justification for total amount of CDBG funds requested in relation to the services provided and any fees charged. Information provided should be consistent with the proposed budget section	4
	iv. A cost per beneficiary amount is provided and specifics are given on how costs are warranted. Costs are consistent with the proposed budget section and follows RFP Handbook guidelines on identifying eligible costs.	4
	b. Project Schedule: Applicant describes how the project will be implemented and completed within the required 12-month timeline with specific milestones and estimated expenditures per month/quarter	4
	Total points for Section 3:	22
Project Benefits	a. Applicant describes how the project will provide services to high need populations and results in a positive impact for LMI individuals and City of San Diego business owners; provides references used for this determination; describes a success story or successful outcome. CED projects must be considered a LMI limited clientele activity (LMC) or LMI Microenterprise Development (LMCMC) by providing direct benefits to LMI persons. Applicant also describes what the anticipated percentage of clients to compete program	9
	b. Federally Designated Promise/Opportunity Zone location: Applicant's office(s) providing project services is located in at the Opportunity Zone or Promise Zone.*	3

Category	Criteria	Maximum Score						
4. Proc	c. Federally Designated Promise/Opportunity Zone service location: Applicant indicates service delivery will occur to clients residing in the Opportunity Zone or Promise Zone.*	3						
	d. Collateral Material: Applicant provides proof of positive impact through testimonial(s), annual report, photos/videos, social media or website postings, and/or marketing/promotional materials. Applicant shares materials that speak to their impact in the community.	2						
	Total points for Section 4:		17					
5. Budget	a. Applicant identifies alternative future sources of funding to support the proposed project and demonstrates that the project will not rely on CDBG funds for program sustainability. Organization identifies how receiving award can be used to leverage in applying and/or receiving additional funding from other sources.	5						
	b. Budget for project identifies all sources of funding for the total project costs	3						
	c. Budget details uses of funds (City of SD CDBG and non CDBG funds) by outlining eligible budget line items to be used to support project implementation	5						
	d. Budget lists all other funding sources secured for project, submits documentation for each source listed, and percent of funds leveraged (calculated by other secured funding/total project costs) is:	5						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">0%-5%=0 points</td> <td style="width: 25%; text-align: center;">41%-60%=3 points</td> <td rowspan="3" style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">6%-20%=1 point</td> <td style="text-align: center;">61%-80%=4 points</td> </tr> <tr> <td style="text-align: center;">21%-40%=2 points</td> <td style="text-align: center;">81%-100%=5 points</td> </tr> </table>	0%-5%=0 points	41%-60%=3 points		6%-20%=1 point	61%-80%=4 points	21%-40%=2 points	81%-100%=5 points
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21%-40%=2 points	81%-100%=5 points							
Total points for Section 5:		18						
6. Project Eligibility & Performance Indicators	a. Project Eligibility:							
	i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements	1						
	ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements	1						
	b. City of San Diego Track Record: Rating based on past performance of applicant agency on projects previously funded by the City of San Diego under the CDBG program. These are subtractive points from maximum 100 point score, determined by performance levels: <ul style="list-style-type: none"> • No deficiencies (0) • Minor deficiencies (-1) • Moderate deficiencies (-2) Performance Indicator data collected from FY 2023 for FY 2025 evaluations.	0 to -2.5 (CDD Score)						
	Total points for Section 6:		2					

CONSOLIDATED PLAN ADVISORY BOARD		
FISCAL YEAR 2024 CDBG APPLICATION SCORING CRITERIA		
CATEGORY: Nonprofit Facility Improvements		
		Overall Score: 100
Category	Criteria	Maximum Score
1. Organization Capacity	a. Organization Project Experience:	
	i. Applicant describes their experience in successfully implementing projects of similar scope and comparable complexity. Applicant lists any CDBG related construction project with allocation amount, year completed, and result of improvements.	5
	ii. Applicant describes specific staff within organization that have experience overseeing the design and implementation of a construction project. If applicable, agency provides details on plans to secure and utilize a third party construction manager.	4
	b. Organization Experience w/ LMI clients: Applicant has experience in providing services to LMI residents or presumed LMI CDBG beneficiaries; applicant explains how experience is applicable and beneficial.	3
	c. Collaboration: Applicant describes and provides specific examples of collaboration with similar organizations, peer to peer networks, subcontractors, and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients	2
	d. Resiliency: Applicant describes the organization's ability to anticipate, prepare for, respond, and adapt to unexpected changes or sudden disruptions in order to continue to serve their clients. Disruptions or changes can include a significant event in the national or international economy, a downturn in a particular industry, or an external event such as a natural disaster or pandemic. Applicant acknowledges higher costs of supplies and overall increase of construction costs.	1
	Total points for Section 1:	
2. Project Characteristics	a. Project Summary: Description of project includes all of the following items:	
	i. Activities and/or services to be provided; and	5
	ii. Characteristics of Population(s) to be served; and	3
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s)	5
	b. Confirmation of Program Status:	
	i. Applicant selects whether the proposed project will result in either the continuation of an existing services, the substantial expansion of an existing service, or the provision of a new service	5
	ii. Applicant explains the rationale, including metrics and available data, used to make above determination in section b. i. and describes how the project is providing or will provide an impact	
c. Project Goals: Applicant identifies the goal(s) and anticipated impact of the project and describes how these goals will be met. Applicant indicates the number of unduplicated COSD	7	
d. Applicant includes information on associated monitoring systems, procedures, and methodology used in determining anticipated outcomes.	3	
Total points for Section 2:		28

Category	Criteria	Maximum Score
3. Project Specifics	a. Contract Execution Readiness: Extent to which the proposed project is ready to proceed by the following details:	
	i. Applicant explains how the total amount of CDBG funds requested is justified by accurate cost estimations with a professional consultation from architect; (if facility has received CDBG funds for improvements/expansions in the past, applicant must explain the outcome and justification for the request of additional	3
	a knowledge of all applicable permits required fore the proposed project. If permits not needed, applicant provides documentation for basis of that determination. Applicant can show a Facility Needs Assessment that could be attached to their Proposal.	5 <i>CDD score</i>
	b. Project Schedule: Applicant describes how the project will be completed and funds expended within the required 24-month timeline specifying key milestones. Applicant acknowledges that each permit or construction requirement not completed, will need to be accounted for in overall timeline.	
	a. Permitting and design completion (<i>may take 3-6 months</i>)	6
	b. Project will be released for bid (<i>may take 3-6 months</i>)	
	c. Construction contract awarded (<i>may take 3-6 months</i>)	
	d. Anticipated Construction Timeline	
	e. 100% expenditure level	
	f. Project completion, beneficiaries reported (National Objective met),and close out report approved by CDD Program staff	
Total points for Section 3:		14
4. Project Benefits	a. Applicant describes how the project will provide services to high need populations and results in a positive impact for LMI individuals; provides references used for this determination; describes a success story or successful outcome. Construction projects must be	12
	i. Presume LMI clientele as defined by HUD; or	
	ii. Direct Benefit to LMI persons based on compliance with HUD income limits through documented family size and income	
	b. Federally Designated Promise/Opportunity Zone location: Applicant's office(s) providing project services is located in at the Opportunity Zone or Promise Zone.*	3 <i>CDD Score</i>
	c. Federally Designated Promise/Opportunity Zone service location: Applicant indicates service delivery will occur to clients residing in the Opportunity Zone or Promise Zone.*	2
d. Collateral Material: Applicant provides proof of positive impact through testimonial(s), annual report, photos/videos, social media or website postings, and/or marketing/promotional materials. Applicant shares materials that speak to their impact in the community.	2	
Total points for Section 4:		19

Category	Criteria	Maximum Score						
5. Budget	a. Applicant identifies alternative future sources of funding to support the proposed project and demonstrates that the project will not rely on CDBG funds for program sustainability. Applicant may attach their 5 year maintenance plan.	7						
	b. Budget for project identifies all sources of funding for the total project costs	5						
	c. Budget details uses of funds (City of SD CDBG and non CDBG funds) by outlining eligible budget line items to be used to support project implementation	3						
	d. Budget lists all other funding sources secured for project, submits documentation for each source listed, and percent of funds leveraged (calculated by other secured funding/total project costs) is:	7						
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		22						
6. Project Eligibility & Performance Indicators	a. Project Eligibility:							
	i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements	1						
	ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements	1						
	b. City of San Diego Track Record: Rating based on past performance of applicant agency on projects previously funded by the City of San Diego under the CDBG program. These are subtractive points from maximum 100 point score, determined by performance levels: <ul style="list-style-type: none"> No deficiencies (0) Minor deficiencies (-1) Moderate deficiencies (-2) 	0 to -2.5 (CDD Score)						
	Total points for Section 6:		2					