

CDBG Review Criteria for Applications
CAPITAL IMPROVEMENT PROJECTS: Public Facilities and Housing Rehabilitation

Category	Criteria	Maximum Score
1. Project Characteristics	<p>a. Applicant provides a clear project summary which includes:</p> <ul style="list-style-type: none"> i. Brief description of the project including resulting activities and/or services to be provided; ii. Characteristics of Population(s) to be served; and iii. Description of Geographic Areas to be served. 	10
	<p>b. Applicant clearly describes:</p> <ul style="list-style-type: none"> i. The critical need(s) that will be addressed through the project; ii. How other resources are not available to meet the need(s); and iii. Efforts to collaborate with other organizations 	10
	<p>c. Applicant clearly explains how the proposed project will result in:</p> <ul style="list-style-type: none"> i. A new facility; ii. Improvement of an existing facility to expand services or programs provided; or iii. Housing stabilization improvements. 	5
	<p>d. Applicant clearly identifies the goal(s) of the project and describes how these goals will be met</p>	10
	<p>e. Applicant clearly identifies the results of the project:</p> <ul style="list-style-type: none"> i. Number of unduplicated City of San Diego individuals or households to be assisted; ii. Number of unduplicated City of San Diego businesses to be assisted; or iii. Number of distinct improvements to facilities. 	5
2. Organizational Capacity	<p>a. Applicant clearly describes their experience in successfully implementing projects of similar scope and of comparable complexity</p>	5
	<p>b. Applicant has experience in providing services and/or benefits to low-income residents (and/or other qualified CDBG beneficiaries such as seniors, illiterate adults, homeless persons, abused children and/or battered spouses).</p>	5

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3. Budget	<p>i. Budget for project clearly identifies all sources of funding for the total project costs.</p>	5
	<p>ii. Budget clearly details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.</p>	5
	<p>iii. Budget clearly 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:</p> <ul style="list-style-type: none"> ▪ 0%-24% (1 points) ▪ 25%-50% (2 points) ▪ 51% or greater (3 points) 	3
	<p>iv. Applicant has demonstrated that there are funds and a mechanism in place to ensure the project does not rely on CDBG funds for program sustainability or maintenance of improvements.</p>	5
4. Project Benefits to High-Need Areas and/or Populations [geographic targeting]	<p>High-Need Areas (TBD): To be determined based on US Census Bureau and other reputable third-party data. May consider, among other factors, income level, employment status, educational attainment, poverty levels, community planning area data, and other data (for area benefit projects); and/or,</p> <p>High-Need Populations (TBD): Population served is considered high-need or highly vulnerable due to certain characteristics/factors such as income level, employment status, educational attainment, poverty levels. High-Need Populations targeted by projects may also be located in High-Need Areas (limited clientele projects)</p>	10

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5. Project Specifics	<p>a. Applicant clearly describes Contract Execution Readiness: Extent to which a project is ready to proceed by detailing that:</p> <ul style="list-style-type: none"> i. Total amount of CDBG funds requested is justified by accurate cost estimations (4) <ul style="list-style-type: none"> a. If the facility you are applying for has received CDBG funds for improvements/expansions in the past, please explain the outcome and justification for the request of additional CDBG funds ii. The level of Environmental Review (city, state and federal) needed has been identified and planned for, as demonstrated by HUD Programs staff verification; (2) iii. All applicable permits have been identified, planned for, and/or secured; (2) iv. The CDBG eligible Scope of Work and Budget demonstrates compliance with meeting National Objectives and other HUD requirements, as demonstrated by HUD Programs staff verification; (2) v. Applicant has clearly described how the project will be completed within the required 18-month timeline, defining the following milestones: (12) <ul style="list-style-type: none"> a. Notice To Proceed (within 90 days of contract execution) b. 50% expenditure level c. 75% expenditure level d. 100% expenditure level e. Project completion, beneficiaries reported (National Objective met), and close out report approved by HUD Programs staff 	22
6. Other	<p>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, ESG, HOME and HOPWA programs based on performance indicators data collected starting in FY 2015. <i>These are subtractive points from maximum 100 point score, assigned by performance level:</i></p> <ul style="list-style-type: none"> • <i>Minor deficiencies documented (-1)</i> • <i>Moderate deficiencies documented (-2)</i> • <i>Significant deficiencies document (-3)</i> <p><i>NOTE: This criteria will not be utilized for the FY 2016 RFP process, but will be tracked and utilized for the FY 2017 RFP process.</i></p>	-3