

CONSOLIDATED PLAN ADVISORY BOARD FISCAL YEAR 2017 CDBG APPLICATION EVALUATION FORM
Category: NONPROFIT CIP & HOUSING REHABILITATION



Applicant Agency: _____

Project Name: _____

Overall Score:

Reviewer's Name: _____

Reviewer's Signature: _____

Category	Criteria	Reviewer Score	Maximum Score
1. Project Characteristics	a. Applicant provides a clear project summary which includes: i. Brief description of the project including resulting activities and/or services to be provided;		5
	ii. Characteristics of Population(s) to be served; and		5
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s).		5
	b. Applicant clearly explains how the proposed project will result in a new facility, expansion of an existing facility, or improvements to an existing facility or housing: i. Number and type of major improvements to facility; or ii. Housing stabilization improvements.		5
	c. Applicant clearly identifies the goal(s) of the project and describes how these goals will be met.		5
	d. Applicant clearly identifies the results of the project: i. Number of unduplicated City of San Diego individuals or households to be assisted; or ii. Number of unduplicated City of San Diego businesses to be assisted.		5
	Comments:		
	Total:		Points Possible
			30

Reviewer Initials: _____

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Category	Criteria	Reviewer Score	Maximum Score
2. Organizational Capacity	a. Applicant clearly describes their experience in successfully implementing projects of similar scope and of comparable complexity.		5
	b. Applicant has experience in providing services to low and moderate income residents or presumed low and moderate income CDBG beneficiaries such as seniors, illiterate adults, homeless persons, abused children and/or battered spouses.		5
	c. Describes efforts to collaborate with other service agencies including organizations that provided similar services and resources.		5
	Comments:	Total:	Points Possible
			15
3. 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 maintenance of improvements.		5
	b. Budget for project clearly identifies all sources of funding for the total project costs.		5
	c. Budget clearly details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.		5
	d. 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: <ul style="list-style-type: none"> ▪ 0%-5% (0 points) ▪ 6%-20% (1 points) ▪ 21%-40% (2 points) ▪ 41%-60% (3 points) ▪ 61%-80% (4 points) ▪ 81%-100% (5 points) 	<i>(HPA confirmed: % & points)</i>	5
	Comments:	Total:	Points Possible
			20

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4. Project Benefits	<p>Non-profit Capital Improvement Projects, including Housing Activities</p> <p><i>(Applicant should either answer a. <u>and d.</u>, b. <u>and d.</u>, or c. <u>and d.</u>)</i></p> <p>a. Applicant clearly describes how the project will provide services to high need populations and provides the references used for this determination. Public Projects must be considered a Low and Moderate Income Limited Clientele Activity (LMC) by serving one of the following populations:</p> <ul style="list-style-type: none"> i. Presumed Benefit low income clientele as defined by HUD*; or ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income. <p>OR</p> <p>b. Low and Moderate Income Housing (LMH): Units occupied by low and moderate income persons.</p> <p>OR</p> <p>c. Low and Moderate Income Area Benefit (LMA): Facility or improvements will provide activities that are available to benefit all the resident of an area which is primarily residential and that has a service area that qualifies with a majority of HUD eligible census block groups*.</p>		12
	<p>d. Geographic Targeting: Describe any efforts or strategies for targeted outreach to the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights*.</p> <p><i>*Please see the Applicant Handbook for further definitions.</i></p>		1
	<p>Comments:</p>		<p align="right">Total:</p> <p align="right">Points Possible</p> <p align="right">13</p>

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5. Project Specifics	a. Applicant clearly describes Contract Execution Readiness: Extent to which a project is ready to proceed by detailing that:		
	i. Total amount of CDBG funds requested is justified by accurate cost estimations; <i>-If the facility has received CDBG funds for improvements/expansions in the past, applicant must explain the outcome and justification for the request of additional CDBG funds.</i>		6
	ii. The level of Environmental Review (City, State and Federal) needed has been identified and planned for, as demonstrated by HUD Programs staff verification; and	<i>(HPA confirmed score: __)</i>	2
	iii. Clearly describe all applicable permits have been identified, planned for, and/or secured. If permits not needed, applicant clearly describes basis of that determination.		2
	b. Project Scope & Schedule		
	i. 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;	<i>(HPA confirmed score: __)</i>	2
ii. Applicant has clearly described how the project will be completed and funds expended within the required 18-month timeline (12) specifying key milestones: 1) Project will be released for bid 2) Construction contract awarded 3) Anticipated Construction Timeline 4) 100% expenditure level 5) Project completion, beneficiaries reported (National Objective met), and close out report approved by HUD Programs staff		10	
Comments:			
		Total:	Points Possible
			22

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Category	Criteria	Reviewer Score	Maximum Score
6. Performance Indicators	<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 programs*. <i>These are subtractive points from maximum 100 point score, designed by documented performance levels:</i></p> <ul style="list-style-type: none"> • Minor deficiencies (-1) • Moderate deficiencies (-2) • Significant deficiencies (-3) <p>Performance Indicator data collected from FY 2015 forward for use in FY 18</p>		-3

Reviewer Initials: _____