

FY2025 Economic Development Funding Program Scoring Sheet

This document serves as a general preview to familiarize applicants with the application evaluation process. Any minor informalities or irregularities in this preview will not invalidate the application process.

APPLICATION QUESTION		PURPOSE	SCORING GUIDE
AUTOMATIC SCORING			
	Was the application submitted on time?	Application meets general requirements to be complete and meets deadline.	• 3 pts if organizations submits application by or before the deadline
2.3	Is this Program/Project already in operation?	Identify if program/project is new or existing	• 2 pts for existing Program/Project
2.11	Does the organization have three years experience?	Organizations must meet operational eligibility requirement of 2 yrs	• 2 pts for "yes"
2.14	Will benefits of the Program/Project stay in the City of San Diego?	The purpose of TOT or SBEP funding in providing a program, services or benefits to City of San Diego businesses.	• 5 pts if City of SD businesses benefit
3.2B	Are clients low-income?	Organization target audience includes businesses in under-resourced areas.	• 3 pts for Goal A and "yes"
4.1 - 4.3	Does the organization indicate they understand the 3 insurance requirements?	Acknowledgement of conditions	• 3 pts if all boxes checked • If less than 3 "yes" responses, count highlights in red
4.4	Did leadership read the EDF Guidelines?	Acknowledgement of conditions	• 1 pt for "yes"
4.5	All certification of funds uses boxes checked?	Acknowledgement of conditions	• 2 pts if all boxes checked • If anything less than ALL responses are selected, 0 pts
4.6	Organization understands grant fund period	Acknowledgement of conditions	• 1 pt for "yes"
4.7	Organization understands EDD will perform a CA SOS search	Acknowledgement of conditions	• 1 pt for "yes"
4.8	Organization understands EDD will perform a CA FTB search	Acknowledgement of conditions	• 1 pt for "yes"

UPLOADS			
5.1	Organizational chart upload	Required documents	• 1 pt for upload
5.2	IRS Tax Exempt Letter upload	Required documents	• 1 pt for upload
5.3	CA Entity Status Letter upload	Required documents	• 1 pt for upload
5.4	IRS Tax Return upload	Required documents	• 1 pt for upload
STAFF REVIEW			
1.4 & 3.3B	Does the mission align with the selected goal?	The goal should be an outcome or activity the organization is familiar with.	<ul style="list-style-type: none"> • 5 pts if the mission clearly supports economic development and is closely aligned with the goal. • Step down towards 0 points as alignment becomes unclear
2.2 & 2.4A - 2.4C & 2.15 & 3.1	Does the Program/Project focus on achieving the goal?	EDD can only fund activities that address one of the goals.	<ul style="list-style-type: none"> • 5 pts if the program/project is clearly directed towards achieving the goal.
2.5 - 2.9	Does the proposed budget seem like it matches the organization's outcome goals?	Programs/Projects should not still be in development stages in order to stay on track for implementation in the FY.	<ul style="list-style-type: none"> Strong = 3 pts Moderate = 1 pt Minimal/None = 0 pts
2.10 & org chart upload	Does the Agency/Staff have the experience to carry out the Program/Project?	Programs/Projects should not still be in development stages in order to stay on track for implementation in the FY.	<ul style="list-style-type: none"> • Strongly Qualified (3 pts) = Managed several grants for over 5 yrs • Qualified (1 pt) = Managed grants for at least 1 yr • Minimal/None (0 pts) = No contract or grant management experience
2.12 & optional uploads	What is unique or innovative about the Program/Project?	Programs/Projects meet needs and demands of businesses and demonstrate potential for long term results.	<ul style="list-style-type: none"> Strong = 3 pts Moderate = 1 pt Minimal/None = 0 pts
2.13 & 3.2A	Are the targeted businesses appropriate based on the goal selected?	Programs/Projects must have defined beneficiaries that match the target beneficiaries of the goal selected.	<ul style="list-style-type: none"> • 5 pts if targeted businesses are appropriate and clearly identified. • Step down points if beneficiaries are not defined, unclear and/or unrelated to project goals.

2.15 & 3.1 & 3.2B	Are the targeted businesses or base sectors also targets of EDD's Economic Development Strategy?	EDD programs must relate back to the Economic Development Strategy.	<ul style="list-style-type: none"> • 5 pts if targeted businesses are targets of EDS. • Step down points if beneficiaries are undefined, unclear and/or unrelated to EDS.
3.4	How will the Program/Project meet one or more objectives?	Organizations must be able to define specific beneficial outcomes.	<ul style="list-style-type: none"> • 5 pts if what participants will learn or gain is clear and related to objectives. • Step down points if unclear and/or unrelated.
3.5	How does the Organization track its beneficial outcomes?	Organizations must be able to define progress in quarterly performance reports.	<p>Strong = 3 pts Moderate = 1 pt Minimal/None = 0 pts</p>
2.4A - 2.4C & 3.6	Is the Organization's method(s) and frequency of how they measure outcomes realistic?	Organizations must be able to describe how they measure outcomes.	<ul style="list-style-type: none"> • 3 pts if org clearly describes how outcomes will be measured • 1 pt if org somewhat describes how outcomes will be measured • 0 pts if description of how outcomes will be measured is not provided or is unclear
3.7	Does the Organization plan to collaborate to increase inclusion and program success?	EDD's Economic Development Strategy requires programs to be inclusive.	<p>Strong = 3 pts Moderate = 1 pt Minimal/None = 0 pts</p>
4.5	If any of the certification of funds boxes are NOT checked, is the application still eligible to continue?	Funds cannot be used for certain purposes per the EDF Guidelines.	No points possible here but if an alert of unchecked items is displayed, please review.