

EDGrants Reviewer Registration

Tutorial



	Access The Cit Portal via https://edgr	y of San Diego External the following URL		The City of SAN DIEG)
	ApplicantLo	gin4?username=null		Usemame	
	Recommend	ed Browser is Google Chrome		Password	=
Citerative.				Remember Me	Forgot Password
				Login	Register As 🚽
					Organization
_			-		SME reviewer
	Opportunities	FAQS	Re	2.	ontact Us
Pote	ntial Grantees,		ar	row and select	
Weld	come! The City of San Diego is excited to lau	Inch its new Economic Development Gran	t Management System	SME reviewer	vailability (NOFA) is
	irst of several grant opportunities for poten ects related to Public Services, Nonprofit Ca	tial grantees to utilize Community Develop apital Improvement Projects & Housing Re	ement Block Grant (CDBG) fu habilitation, Community and	nds. This NOFA includes funding Economic Development, and Sust	opportunities for ainability. Next week,
the f proje		areas of Small Business Lending & Consu	Iting and Business Accelerat	or Operations.	
the f proju look	for additional funding opportunities in the a				
the f proju look	for additional funding opportunities in the a DFA $(\tilde{\mathbb{B}})$				
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	for additional funding opportunities in the a	City Department	NOFA Publish Date	↑ RFP/Application Deadline(F	T) Actions



Economic Development Grants Management Systems (EDGrants)

The City of SAN DIEGO

Economic Development Grants Management System

 Registration

 Step 1: Pledge of Confidentiality (CPAB)

 and if you accept - click on Agree button.

 Note, if you disagree and click on Disagree

 button you will not be able to register and

 the system will return you to login page.

Description

I, the undersigned, have been appointed to serve as a member of the Consolidated Plan Advisory Board (CPAB) and will be evaluating and scoring the proposals submitted in response to the FY 2018 Community Development Block Grant (CDBG) Request for Proposals (RFP) ("CDBG Applications").

Per the City of San Diego Municipal Code Section 26.2113, I am charged with performing an open and impartial evaluation of the CDBG Applications and provide funding recommendations to the City Council. Specifically, I will be reviewing the CDBG Applications in relation to the applicable Fiscal Year Scoring Criteria and assigning a score to each CDBG Application based on said review.

I hereby acknowledge and/or agree to the following in performing this review:

- 1. I understand that all information I receive during the review process, including but not limited to the name(s) of specific applicants and/or their proposed project names, the contents of specific proposals, my evaluations and those of other evaluators, discussions regarding proposals during any Ad Hoc Committee meetings, and all related information constitutes "Confidential Information".
- 2. I understand and agree to hold all Confidential Information in the strictest confidence.
- 3. I understand that any unauthorized disclosure of Confidential Information will compromise the fairness of the application and review process and may result in harm to the City of San Diego and/or its constituents.
- 4. I will use said information strictly for its intended, official and authorized purpose: scoring the CDBG RFP Applications in relation to the applicable set of criteria.
- 5. I will safeguard all review materials provided to me by City staff and promptly return any hard copies of materials to City staff upon completion of the evaluation process.
- 6. I will not use any of the review information for matters unrelated to the City of San Diego CDBG RFP review and at no point will I use said information for my private gain or the private gain of others, either by my direct or indirect action or by giving counsel, recommendation or suggestions to others.
- 7. I will not have any direct or indirect contact or discussions with any party who submits a proposal and/or their representatives.
- 8. I agree to immediately notify the City of San Diego if I obtain information outside of this review process that could impair or could create the appearance of impairing my ability to evaluate proposals fairly and impartially





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Economic Development Grants Management System

Registration Step 2: Accept Conflict of Interest	Read Conflict of Interest Statement (CPAB) below and if you accept click on Agree button	Agree Disagree
Conflict Of Interest		
Description Conflict of Interest Statement (CPAB) I have carefully read the Conflict of Interest provisions as described in the FY 2018 RFP Review Panel Handbook and hereby certify the following: 1. l acknowledge that real and apparent conflicts of interest may exist; 2. I will be mindful of the conflict of interest provisions throughout the review process; 3. I will identify instances where conflict(s) of interest may exist and promptly report those to the City of San Diego via email and/or phone call to the Eco participating in the review process of the affected applications; 4. For any instances where I identify conflicts of interest through the review process, I will facilitate retrieval of the affected documents by City staff with	Note, if you d on Disagree to able to regise return yo conomic Development Department, and sub in a reasonable timeframe.	o not accept and click outton you will not be ster and system will ou to login page.
		Agree Disagree



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The City of Economic Development Grants Ma	nagement System	
Reviewer Registration	1. Enter all your profile information. All fields marked with a red asterisk	3. Upon entering all required
	must be populated or you will not	information in both sections – click Save hutton
Subject Matter Expert (SME Reviewer) Profile (3)	De able to continue.	to continue.
Please fill the following fields in order to create you SME profile in the system.	9447 - 201	
Prefix Mr T	*First Name	*Last Name
*Address 1	Address 2	*Zipcode ①
12365 Taylorstown Road		20180
*City	*State	Country Please validate you enter your
Lovettsville	VA	USA Correct email address because all communication will go to the
456-235-5235	HUD	Ismith@gmail.com
Conflict of Interact		
I have reviewed the list of FY 2018 CDBG RFP applicant agencies, the names of the	eir proposed projects, and their Board of Directors roster and, based on that review, I ha	e NO conflicts of interest to report at this time
have reviewed the list of FY 2018 CDBG RFP applica		projects at this time:
Review the lis	2.	and the Board of Directors roster provided
Conflicting Agencies (1) to you via e	mail. Read the Conflict of Interest statements and select on	e of the two statements. If you identify a
Meals on Wheels conflict of Hardship Survivors	f interest, you must select the second statement and popul	ate the text box with the names of the
Cortina Help	agericies/projects with which you have a pot	
		Cancel Save
		Caller Save



Economic Development Grants Management Systems (EDGrants)

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Economic Development Grants Management System

Please type the number/word/phrase you see in the CAPTCHA image. If you are not able to solve the CAPTCHA challenge, please click the reload button to get a new CAPTCHA image. If you are having difficulty reading the image, please click on the audio (speaker) icon and the number/word/phrase can be heard.





City of SAN DIEGO Economic Development Grants Management System Registration Step 6: Confirmation	Upon successfully submitting the challenge phrase - the system will display a Confirmation page. Please take note of your registration number in case you need to followup with this registration. Once the Economic Development department reviews your registration you will receive and email with their decision.	Login				
Confirmation Message Your registration request for access to Economic Development Grants Management System has been completed and sent for government approval. Once approved, you will be sent another email from salesforce.com(technology platform provider) with your Username and Password shorthy to log into the system. For your records,						
		Login				



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		If your registration you will receive a	n is approved
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	Username: 1915849@mvrht.com1		
	Please do not reply to this email. If you requ	ire further assistance, please send an email to CDBG@san	diego.gov
	Sincerely, City of San Diego Economic Development Department	ake note of your User Name. this I generally be your email address.	
	This message is auto-generated for noti	fication purposes only. Please do not reply. If you a	re not the person intended for receipt, please
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Economic Development Grants Management Systems (EDGrants)

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ED GRANTS CPAB (SME) REVIEW

Tutorial and Guide







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The City of	GO		Economic Development Grants Management	System						Grantor Ic	on Communit	y Portal 👻	C
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Economic Development Grants Management Systems (ED Grants)

The City of	GO	Economic Development	Grants Management System	Under Pending Tasks (Assigned To	_	Grantor Icon Community Port	tal 🚽 🛛 🗧
	<	Post Awards		Me) , you will find a table listing all		To start the review process click on	the
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Application Review Sco Report	re	Transforming Young Lives	Review Application	Challenge Grant: R-000662	Michele Marano	02/11/2017	
		TAY Academy	Review Application	Challenge Grant: R-000661	Michele Marano	02/11/2017	
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AP-755-217		Substance Abuse Expans	Review Application	Challenge Grant: R-000659	Michele Marano	02/11/2017	
AP-755-221		BLOK Artz Social Enterprise	Review Application	Challenge Grant: R-000658	Michele Marano	02/11/2017	
AP-755-218		Ocean Leaders	Review Application	Challenge Grant: R-000657	Michele Marano	02/11/2017	
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Resources

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Economic Development Grants Management Systems (ED Grants)

Grantor Icon Community Portal -

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The City of SAN DIEGO

Economic Development Grants Management System

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% Useful Links 🔨	ii. Characteristics of Population(s) to be served (Max 5 Points); and 3	
Sandiego.gov	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s)	(Max 5 Points).
Sandiego CDBG	4	
	 b. Applicant clearly explains the expected results of the proposed project and how it will result in the provision of 	a new program or the expansion/improvement of an existing program (Max 5 Points).





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	_	*iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s).	
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Resources		*b. Applicant clearly explains the expected results of the proposed project and how it will result in the provision of a new S	Service or the expansion of an existing service.
S Useful Links		None T	
		*c. Applicant clearly identifies the goal(s) of the project and describes how these goals will be met.	
Sandiego.gov	-		





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The City of SAN DIE	GO	Economic Development Grants Management System	🔎 Grantor Icon Community Portal 👻 🤷
0.0	<	Post Awards	
Search All Tasks My Tasks	α •	 *a. Organization Project Experience: Applicant describes their experience in successfully implementing projects of similar scope and of comparable complex None *b. Organization Experience w/ LMI clients: Applicant has experience in providing services to low and moderate income residents or presumed low and mode	xity. derate income CDBG beneficiaries. tt LMI/presumed LMI clients.
Pending Tasks		▲ 5. Budget (18 Points)	
Completed Tasks Activities My Organization/Profile Manage Organization P View Users Manage Profile Reports Application Review Score Report CReport AP-755-221 AP-755-218	rofile	 *a. Applicant identifies alternative future sources of funding to support the proposed project and demonstrates that the project will not rely on CDBG funds forNone *b. Budget for project clearly identifies all sources of funding for the total project costs. None *c. Budget clearly details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items. None Comment Please provide comments that will assist organizations in future applications with either specific or general recommendations on positive areas, adjustments needed or areas that are lacking. 	or program sustainability: Once you have completed answering all questions, click on the Save button. <u>Note you can SAVE your</u> work at any point and return to review or complete it later before submitting.
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Search	Q	Agency Remaining Amount \$9,600,000	Overall Score 63						
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Pending Tasks		ii. Characteristics of Population(s) to be served (Max 5 Points); and							
Completed Tasks		5							
Activities	•	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s) (Max 5 Points).							
RFQ Applications	^	4							
View RFQ Applications		b. Applicant clearly explains the expected results of the proposed project and how it will result in the provision of a new program or the expansion/improvement of an existing program (Max 5 Points).							
View Submitted RFQ App	lications	2							
View Approved RFQ Appl	ications	c. Applicant clearly identifies the goal(s) of the project and describes how these goals will	be met (Max 5 Points).						
RFP Applications	^	2	Upon saving the review you will be able to						
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O Recent Items	~	Tetal	review your scores prior to submitting a final						
R-001151		21	response.						
AP-755-239 R-001129		▲ 2. Project Specifics (18 Points)							



Economic Development Grants Management Systems (ED Grants)

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	~	I have a conflict of interest with the applicant organization and will, therefore, recuse myself from scoring this RFP respons	se.	change your score.		
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Manage Organization Pr View Users Manage Profile	ofile	Application ID AP-755-217	Application Title Jan 12 - Demo - Pi	ublic Services		
Reports Application Review Score	^	Applicant Organization Name (1) San Diego Housing Commission	NOFA ID (3) AN-755-052			
 Recent Items 	~	Requested Amount 3 \$230,000	RFP Minimum Limit \$50,000			
AP-755-221 AP-755-218		RFP Maximum Limit \$1,605,000	Maximum Agency Fi \$10,000,000	unding Limit		
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Review View	×					
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	Conflict Of Interest				
	By scoring this RFP response, I certify that I do not have a conflict of interest with the applicant organization. I have a conflict of interest with the applicant organization and will, therefore, recuse myself from scoring this RFP response.				
	Application Information				
	Application ID AP-755-217	Application Title Jan 12 - Demo - Public Services			
	Applicant Organization Name (1) San Diego Housing Commission	NOFA ID (1) AN-755-052			





The City of SAN DIE	GO	Economic Development	Grants Management System				Community Portal -	2
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Q Search	^	▲ Pending Tasks (Assigned)	ed To Me) 🗓					-
Search	Q	Quick Search	Q					
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		Challenge Grant Project	Review Application	R-000453	Stephen Maduli-Williams	01/27/2017	•	
Tasks	~	Non Profit Project	Review Application	R-000454	Stephen Maduli-Williams	01/27/2017	•	
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My Organization/Profile	^	review this repor	t once scores have been	R-000461	Stephen Maduli-Williams	01/27/2017	•	
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Technical Support	t 🗸						Page 1 of 1	
So Useful Links	~							

A Pending Tasks (Assigned By Me) 🗊





The **External Review Score Report** will display all RFP responses that you have reviewed with their corresponding **Summary Ratings**. We expect this report to provide you a perspective with regards to the ratings you have assigned.

The **External Review Score Report** is filtered as follows: 1. NOFA 1.1 RFP Type 1.1.1 Applications



🛅 External Review Score Re	port			
Report Generation Status: Complete				
Report Options:	Time Frame			
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1.1.1 AP-755-091 App-Nir AP-755-086 TEst -app 1	\$U \$0	37.00		
NOFA Name: FY 2018 CDBG Program (2 records)				
RFP Type Name: Nonprofit Capital Improvement	Projects / Housing Rehabilitation (1 reco	ord)		
AP-755-069 Housing Development P	roject \$244,000	30.00		
RFP Type Name: Sustainability (1 record)				
AP-755-075 Sustainbility Project	\$110,001	69.00		
Grand Totals (4 records)				
Check rows to filter, then drill down by:None		▼ Drill Down		



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This completes the CPAB (SME) Review tutorial and guide.

