

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

MINUTES

Wednesday, August 13, 2025

1200 3rd Avenue, 14th Floor, San Diego, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none"> Judith Eisenberg, Council District 1 Dr. Abena Bradford, Council District 3 Lauren Garces, Council District 5 Nick Gulino, Council District 7 Victoria Barba, Council District 8 	<ul style="list-style-type: none"> VACANT, Council District 2 VACANT, Council District 4 VACANT, Council District 6 VACANT, Council District 9

STAFF PRESENT	ATTENDANCE
<ul style="list-style-type: none"> Christie Marcella, Deputy Director Michele Marano, Assistant Deputy Director Angela Nazareno-Clark, HUD Program Manager Melissa Villalpando, Community Development Coordinator Nadine Hassoun, Community Development Specialist Lisa Fune, Community Development Specialist Nancy Luevano, Community Development Project Manager Ashley Gain, Community Development Project Manager Emma Mattingly, Community Development Project Manager Arden Martinez, Community Development Project Manager 	<p><i>8 members of the public joined the meeting.</i></p>

Agenda

Item 1: Call to Order and Roll Call

Meeting was called to order at 10:00 a.m. with Chair Dr. Bradford and Members Garces, Gulino, Barba and Eisenberg.

Item 2: Board Member Announcements

- a. Chair Bradford commended the EDD staff and Board Members for their devoted service and support.

Item 3: Staff Announcements

- a. Ms. Mattingly provided an update on the FY 2026 Agreement Execution process. She reported that eight (8) agreements are in the final approval stage, awaiting signatures from department leadership or the City Attorney's office for full execution. Additionally, two (2) agreements are undergoing final review by the subrecipient before being forwarded to the department leadership and the City attorney's office for approval. Lastly, there are thirteen (13) agreements that are pending submission of required documents, such as insurance certifications, board authorization and/or budget negotiations, before they are advanced to the approval stage. Ms. Mattingly noted that a final update on the status of all FY 2026 agreements will be presented at the next CPAB meeting in September.
- b. Ms. Luevano shared that the City of San Diego's Economic Development Department released the next Bridge to Home Notice of Funding Availability (NOFA), Round 6. To apply, real estate developers must first be approved as a Qualified Affordable Housing Developer through the Request of Qualifications (RFQ) process. Developers must submit their RFQ materials no later than September 12, 2025, at 5:00 p.m., at least two weeks before the NOFA deadline. Forms and instructions are available at the Affordable Housing Developers webpage, <https://www.sandiego.gov/economic-development/bridge-to-home>. Qualification RFQ process as Qualified Affordable Housing developers to be eligible to apply for funding. Developers may submit their RFQ documents to Christie Marcella, Deputy Director of Economic Development Department, at marcella@sandiego.gov. The deadline to submit your RFQ response documents is September 12, 2025, at 5:00 pm.
- c. Ms. Luevano mentioned that the City of San Diego's Economic Development Department announced the availability of Capacity Building Grants for nonprofit organizations that support small businesses in under-resourced communities within the city. The grants are intended to fund non-personnel activities, such as business workshops, placemaking efforts (e.g., community banners and events) and development or update of workforce resource directories aimed at enhancing nonprofit impact and promoting inclusive economic growth. The two informational workshops will be held via Microsoft Teams on Wednesday, August 6, 2025, from 10:00 am – 11:00 am and Tuesday, August 12, 2025, from 2:00 pm – 3:00 p.m. Nonprofits are encouraged to attend and may register at <https://www.sandiego.gov/capacity-building-grant>. For additional information, contact Alex Southard at ASouthard@sandiego.gov or Viridiana Quintana at VQuintana@sandiego.gov to schedule a one-on-one technical assistance. The grant application deadline is Friday, September 5, 2025, at 5:00 p.m.

Item 4: Action: Approval of July 9, 2025, Meeting Minutes

- a. Member Gulino moved to approve, with Member Barba seconding. Passed unanimously (5-0) with Members Bradford, Garces, and Eisenberg.

Item 5: Non-Agenda Public Comments

None

Item 6: Action: Chair and Vice Chair Election

- 1) Ms. Nadine Hassoun expressed appreciation to Dr. Abena Bradford for her dedicated service as Chair of the CPAB for the past two years. Hassoun highlighted that Dr. Bradford's leadership and contributions have been invaluable assets to the Board.
 - a. Member Garces moved to nominate Member Gulino. Member Eisenberg seconded the motion, which passed unanimously (5-0) with Members Bradford, Barba and Gulino.
 - b. Member Eisenberg moved to nominate Dr. Bradford as Vice Chair. Member Gulino seconded the motion, which passed unanimously (5-0) with Members Garces, Barba and Bradford.

Item 7: Action: FY 2027 Scoring Criteria

Ms. Luevano and Ms. Gain presented. *(Final Scoring Criteria documents and PowerPoint slides are attached to the meeting minutes)*

- 1) Members of the Board and Staff Comments:
 - a. Member Gulino praised EDD staff for the revised Scoring Criteria, which simplifies the scoring of the CDBG applications. Additionally, Gulino suggested renaming Section 1 from "Organization History" to "Organization Experience" and requested clarification on the Client Characteristics section of the Scoring Criteria.
 - *Staff Response:* Gain explained that applicants estimate in the Client Characteristics section how many clients will meet CDBG eligibility, noting that Public Services requires at least 51% of CDBG-eligible clients to reside in San Diego.Gulino expressed concern that the threshold of 51% seemed low.
 - *Staff Response:* Villalpando clarified that Public Services requires 51% eligibility; however, CED and NCIP require 100% of the clients to be Low-to-Moderate (LMI) under CDBG guidelines. Villalpando also noted that the application questions for CED and NCIP are adjusted to reflect the difference in eligibility.
 - b. Member Bradford noted that CPAB members may choose to assign higher scores to organizations serving a greater proportion of CDBG-eligible clients (exceeding the 51% threshold) rather than awarding full points to those serving a smaller number, such as 80 eligible individuals annually.
 - *Staff Response:* Gain shared that if nonprofits focus solely on serving CDBG-eligible clients, they could unintentionally exclude serving clients who need services but do not meet the requirements.

- c. Marano proposed revising Question 1 of the Client Characteristics section to include: “Provide a description of how the population will be served.” She emphasized the importance of applicants explaining their methods for collecting demographic data, specifying the documentation used (e.g., intake forms), and reporting the number of unduplicated low—and moderate-income (LMI) individuals served. Additionally, Marano noted a redundancy between Questions 1 and 3 in this section and recommended consolidating or clarifying the language to avoid overlap.
- d. Member Eisenberg asked for the total number of points assigned in the Scoring Criteria and noted a formatting inconsistency in the categories section.
 - *Staff Response:* Gain confirmed that the total points were 100. Gain mentioned that the formatting was a typo and will be changed to the following:
 - 1) Organization Experience
 - 2) Project Activities
 - 3) Client Characteristics
 - 4) Project Impact
 - 5) Budget
 - 6) Project Eligibility
- e. Member Gulino questioned the removal of the term “pending” from the San Diego Promise Zone, MOU question.
 - *Staff Response:* Gain explained that the San Diego Promise Zone designation is set to end on September 30, 2026, leaving limited time for organizations to initiate a new MOU with the City. As a result, only organizations with an existing MOU will be awarded a point. Additionally, Gain clarified that this question is directed toward organizations that are currently engaged with the Promise Zone and are actively participating in its initiatives.
- f. Gulino asked about the removal of Section 6b: Project Eligibility & Performance Indicators from the previous year Scoring Criteria.
 - *Staff Response:* Gain explained that in previous years, staff applied point deductions ranging from 0 to 2.5 for organizations that failed to meet their contractual obligations. These deductions were based on issues such as missing Monthly Performance Reports (MPR) and Request for Reimbursement (RFR) reports, falling short on project goals or serving fewer clients than proposed. Gain noted that this scoring component was removed to ensure fairness since organizations that completed their projects and submitted closeout reports on time were sometimes penalized, while, in contrast, projects that did not complete or submit a closeout report were not penalized, as no data was available for evaluation.
- g. Member Eisenberg inquired about organizations that did not qualify during the Request for Qualification (RFQ) phase.
 - *Staff Response:* Villalpando explained that most nonprofits that did not advance past the RFQ phase lacked an updated audited financial statement or had incomplete applications.

- h. Fune clarified that methodology is used to estimate a project's outcomes and LMI individuals as required by HUD. In addition, the methodology and systems in place are reviewed during a project's audit process.
- i. Member Bradford shared that while reviewing the applications, she focuses on the methodology of systems in place of a nonprofit organization, which helps her assess whether the organization is capable and/or has the capacity to successfully carry out a project.
- j. **Gain reviewed the FY27 Scoring Criteria changes:**
 - i. Project Activities: Question 1: Point reduction of 3 points, totaling **15 points**.
 - ii. Project Activities: Add Question 2 *"Applicant explains the systems used to monitor and track program process and outcomes relative to the project's goals"* (5 points).
 - iii. Client Characteristics: Add a sentence to end of Question #1: *"Provide a description of how the projects will document income eligibility if not using Presumed Low to Moderate-Income."*
 - iv. Client Characteristics: Add a point to Question 3; "Applicant indicates the number of unduplicated City of San Diego individuals to be served by the project. The response specifies the number of individuals to be served specifically with CDBG funds and, among those, the anticipated number of LMI individuals at or below 80% of AMI. (5 points)"
 - v. Project Impact: *Remove* – "Applicant explains the systems used to monitor and track program progress and outcomes relative to the project's goals."

Action: Motion to approve FY 2027 Scoring Criteria with the above modifications.

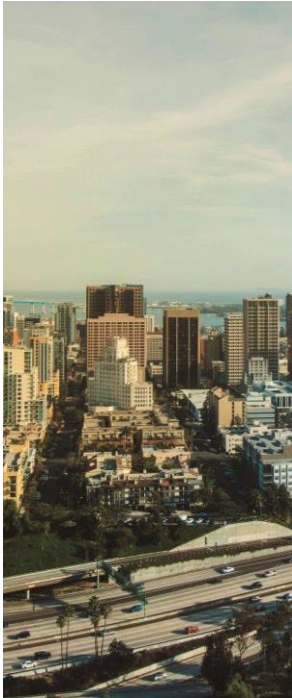
Moved to approve by Member Eisenberg, with Member Gulino seconding. Passed unanimously (5-0) with Members Bradford, Garces, and Barba.

Item 8: Other Items

- a. Member Gulino raised several points for future consideration. Gulino expressed an interest in clarifying the appropriate circumstances under which CPAB board members may present to the City Council, suggesting the need for guidance or a policy discussion. Additionally, Gulino requested a future agenda item focused on institutional memory, including a historical overview of changes implemented by CPAB over time. Lastly, Gulino asked for a detailed breakdown of the administrative costs associated with staff management of CDBG grants. Specifically, an evaluation of grant administration efficiency by comparing costs tied to different funding levels, e.g., comparing a \$100,000 grant versus a \$50,000 grant.
- b. Nazareno-Clark shared that the City Council established a cap of \$50,000 for CDBG awards in approximately 2012. This decision was informed by an assessment of contract management in relation to the staff hours required for the oversight and administration of the grants.
- c. Member Eisenberg expressed support for Member Gulino's proposal to develop a historical overview of changes implemented by CPAB. Once created, Eisenberg suggested that the outline be placed on the CPAB webpage for public reference.
- d. Member Garces suggested exploring the possibility of implementing a funding cap for CDBG grants based on a percentage of the budget to ensure proportionality and sustainability.

e. Meeting Adjourned at 11:10 a.m.

NEXT SCHEDULED MEETING September 10, 2025



Draft Fiscal Year 2027 CDBG Scoring Criteria



Consolidated Plan Advisory Board
August 2025

1

1

Agenda

- Council Policy 700-02
- CDBG Award Categories
- Overview of the Revised
Draft FY 2027 Scoring Criteria

2

2

Scoring Criteria

- Council Policy 700-02, Item 18 states the following:

18. The CPAB shall annually review and approve a set of criteria to be used by the CPAB for scoring CDBG competitively-awarded funding applications, including, but not limited to, an evaluation of past performance and regulatory compliance (if applicable), how the proposed project will address areas of the City identified to have the highest levels of need, eligibility of proposed expenditures and budget, and the amount or percentage of leveraged funding contributed to the proposed project.

3

RFP Categories for FY 2027

Public Services

**Community and
Economic Development
- Microenterprise
Technical Assistance**

**Nonprofit Capital
Improvement
Projects - Facilities**

4

RFP Budget for FY 2027 (tentative)

Category	Estimated Budget
Public Services	\$1,232,800
Community & Economic Development	\$ 1,095,800
Nonprofit Capital Improvement Projects	\$2,739,600



Scoring Criteria Recommended Revisions

Overview of the Revised FY 2027 Scoring Criteria

- Consolidation of questions
- Heavier point allocations
- Addition of long-term impact section

Scoring Criteria Recommended Revisions

Section 1: Organization History *(Previously, Organization Capacity)*

- Applicant demonstrates experience providing services to LMI individuals, or presumed LMI, CDBG-eligible populations, such as abused children, battered spouses, elderly persons, severely disabled adults, homeless individuals, illiterate adults, persons living with AIDS, or migrant farm workers. *(6 points)*
- Applicant provides proof of positive impact through testimonial(s) or success story that highlights the organization's impact in serving LMI individuals. *(3 points)*

Scoring Criteria Recommended Revisions

Section 1: Organization History *(Previously, Organization Capacity)*

- Applicant demonstrates experience in successfully implementing projects of a similar scope and comparable complexity to the one proposed. **If no directly comparable experience is provided, the applicant provides an explanation of why the organization is currently positioned to successfully undertake the proposed project.** The response reflects an understanding of project management and organizational capacity to comply with CDBG requirements. (7 points)

Total points: 16

9



9

Scoring Criteria Recommended Revisions

Section 2: Project Activities *(Previously, Project Characteristics)*

- Applicant provides a comprehensive and organized description of all proposed services. Applicant includes quantity and duration of the service, method of delivery, and details of whether the activity will be administered in a group setting or on an individual basis. (18 points → 15 points)
 - 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. (3 points)
-



10

10

Scoring Criteria Recommended Revisions

Section 2: Project Activities *(Previously, Project Characteristics)*

- Applicant provides cost per beneficiary amount based on the CDBG funds requested and the projected number of clients served with CDBG funds. **Applicant explains how the cost reflects the depth and quality of services and relates to the overall impact of the project.** Costs are consistent with the proposed budget section and follow the RFP Handbook guides on identifying eligible costs. *(10 points)*
 - Applicant provides an explanation and justification for the total amount of CDBG funds requested in relation to the services provided and any fees charged. Information provided is consistent with the proposed budget section. *(7 points)*
-

Scoring Criteria Recommended Revisions

Section 2: Project Activities *(Previously, Project Characteristics)*

- 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. *(1 point)*

Total points: 39

Scoring Criteria Recommended Revisions

Section 3: Client Characteristics *(Previously, Project Characteristics)*

- Applicant provides a description of the population(s) to be served, demonstrating eligibility under HUD's Low and Moderate-Income Clientele (LMC) guidelines. The response identifies whether the project will serve a Presumed LMI population (as defined by HUD) or will document income eligibility through direct benefit to Low-Income Persons based on family size and income. *(5 points)*
- Applicant describes the specific critical need(s) that the project will address and provides a justification for why existing resources are insufficient to meet those needs. *(6 points)*



13

13

Scoring Criteria Recommended Revisions

Section 3: Client Characteristics *(Previously, Project Characteristics)*

- Applicant indicates the number of unduplicated City of San Diego individuals to be served by the project. The response specifies the number of individuals to be served specifically with CDBG funds and, among those, the anticipated number of LMI individuals at or below 80% of AMI. *(4 points → 5 points)*
- Applicant describes the methodology used to estimate overall project results, anticipated CDBG-specific outcomes, and the number of LMI individuals to be served. *(4 points)*



Total points: 19

14

14

Scoring Criteria Recommended Revisions

Section 4: Project Impact *(Previously, Project Benefits)*

- **Applicant identifies the long-term impact goals of the project/activity and provides strategies for measuring that impact. (5 points)**
- ~~Applicant explains the systems used to monitor and track program progress and outcomes relative to the project's goals. (3 points)~~ *Move to section 3*
- The applicant's office(s) providing project services are located in the Opportunity Zone or Promise Zone. (1 point)



15

15

Scoring Criteria Recommended Revisions

Section 4: Project Impact *(Previously, Project Benefits)*

- Organization has a confirmed MOU with the City of San Diego regarding the Promise Zone. (1 point)
- Applicant indicates service delivery will occur to clients residing in the Opportunity Zone or Promise Zone. (2 points)
- **Organization has confirmed participation with the City of San Diego regarding the NPA. One point for confirmed participation. (1 point)**

Total points: 13



16

16

Scoring Criteria Recommended Revisions

Section 5: Budget

- 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. *(6 points)*
- Budget lists all other funding sources secured for the project, certifies submission of proof of funding source if awarded, and the % of funds leveraged (calculated by other secured funding/total project costs) is:

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: 11



17

17

Scoring Criteria Recommended Revisions

Section 6: Project Eligibility

- The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements. *(1 point)*
- The Scope of Work and Budget demonstrates compliance with the National Objective and other HUD and City requirements. *(1 point)*

Total points: 2



18

18

Scoring Criteria Recommended Revisions

Removed:

- **Section 6b: Project Eligibility & Performance Indicators**
Organizations will **no longer be evaluated based** on the applicant agency on projects previously funded by the City of San Diego under the CDBG program (previously, a deduction of 0 to -2.5 was applied)



Action Requested:

The Consolidated Plan Advisory Board (CPAB) is asked to approve the recommended revisions to the Fiscal Year (FY) 2027 CDBG Request for Proposal (RFP) Scoring Criteria.

CONSOLIDATED PLAN ADVISORY BOARD			
FY 2027 CDBG APPLICATION SCORING CRITERIA			
CATEGORY: Public Services			
Section	Question	Scoring Criteria	Point Allocation
1. Organization History	Describe your organization's experience in providing services to low and moderate-income (LMI) residents or presumed low and moderate-income CDBG beneficiaries. <i>Presumed LMI clientele includes abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.</i>	Applicant demonstrates experience providing services to low- and moderate-income (LMI) individuals or presumed LMI CDBG-eligible populations, such as abused children, battered spouses, elderly persons, severely disabled adults, homeless individuals, illiterate adults, persons living with AIDS, or migrant farm workers.	6
	Describe a specific success story or successful past outcome that highlights your organization's work serving LMI individuals.	Applicant provides proof of positive impact through testimonial(s) or success story that highlights the organization's impact in serving LMI individuals.	3
	Describe your organization's experience in successfully implementing projects of similar scope and comparable complexity to the project you are proposing. If your organization has not completed a project of comparable complexity, please describe why your organization is now positioned to undertake the proposed project.	Applicant demonstrates experience in successfully implementing projects of a similar scope and comparable complexity to the one proposed. If no directly comparable experience is provided, the applicant provides an explanation of why the organization is currently positioned to successfully undertake the proposed project. The response reflects an understanding of	7

		project management and organizational capacity to comply with CDBG requirements.	
	Enter a one-sentence description of your proposed project. This response must be limited to 250 characters.	Informational question (<i>no points</i>)	0
Total Points for Section 1:			16
a. Project Activities	Provide a listing and clear description of the services to be provided. For every activity, detail the quantity and duration of each service listed; and the method of delivery (including details on if the service provided will be on an individual basis or in a group setting).	Applicant provides a comprehensive and organized description of all proposed services. Applicant includes quantity and duration of the service, method of delivery, and details of if the activity will be administered in a group setting or individual basis.	18
	Describe how the project will be completed within the required 12-month timeline with appropriate milestones and estimated expenditures per month/quarter.	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.	3
	Determine a cost per beneficiary amount based on CDBG funds requested and projected number of clients served with CDBG funds. Give details on how the cost per beneficiary amount is warranted given the depth of services to be provided and the overall impact of the project.	Applicant provides a cost per beneficiary amount based on the CDBG funds requested and the projected number of clients served with CDBG funds. Applicant explains how the cost reflects the depth and quality of services and relates to the overall impact of the project. Costs are consistent with the proposed budget	10

		section and follow the RFP Handbook guides on identifying eligible costs.	
	Justify the total amount of CDBG funds requested in relation to the services provided and any fees charged. Please ensure this aligns with information presented in the Proposed Budget Section. Explain how each budget line item correlates to the proposed project.	Applicant provides an explanation and justification for the total amount of CDBG funds requested in relation to the services provided and any fees charged. Information provided is consistent with the proposed budget section.	7
	Select whether the proposed project will result in either continuation of an existing service, provision of a new service or the substantial expansion of an existing service (choose one).	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.	1
Total Points for Section 2:			39
b. Client Characteristics	Describe the characteristics of the population(s) to be served. Public Services projects must be considered a Low and Moderate-Income Limited Clientele Activity (LMC) by serving one of the following: <ul style="list-style-type: none"> i) Presumed low-income clientele as defined by HUD (see the FY 2027 RFP Handbook); or ii) Direct Benefit to Low-Income Persons based on compliance with HUD income limits (see 	Applicant provides a description of the population(s) to be served, demonstrating eligibility under HUD's Low and Moderate-Income Clientele (LMC) guidelines. The response identifies whether the project will serve a Presumed LMI population (as defined by HUD) or will document income eligibility through direct benefit to Low-Income Persons based on family size and income.	5

	the FY 2027 RFP Handbook) through documented family size and income.		
	Explain the specific need(s) this project will address and include how other resources are not available to meet those needs.	Applicant describes the specific critical need(s) that the project will address, and provides a justification for why existing resources are insufficient to meet those needs.	6
	<p>List the total number of unduplicated City of San Diego individuals to be assisted by the entire project (including leveraged funds).</p> <ul style="list-style-type: none"> i) Of total number listed above, the unduplicated number to be served specifically with CDBG funds. ii) Of total number of unduplicated individuals to be served specifically with CDBG funds listed in the previous answer, the total number of LMI individuals anticipated to be served who are at or below 80% of AMI. iii) Percentage of City of San Diego LMI individuals to be assisted by the project with CDBG funds. (System calculation, no score.) 	Applicant indicates the number of unduplicated City of San Diego individuals to be served by the project. The response specifies the number of individuals to be served specifically with CDBG funds and, among those, the anticipated number of LMI individuals at or below 80% of AMI.	4
	Describe the methodology used to determine the anticipated overall project results, anticipated CDBG	Applicant describes the methodology used to estimate overall project results, anticipated CDBG-specific outcomes,	4

	results, and the number of LMI individuals served by the project.	and the number of LMI individuals to be served.	
Total Points for Section 3:			19
c. Project Impact	Describe the long-term impact of your project/activity, as well as how your project will measure impact. Include measurable outcomes, outputs, goals and/or strategies.	Applicant identifies the long-term impact goals of the project/activity and provides strategies for measuring that impact.	5
	Explain any systems used to monitor and track program progress and outcomes against the project's goals.	Applicant explains the systems used to monitor and track program progress and outcomes relative to the project's goals.	3
	Indicate whether your organization's office(s) providing project services is located in the Federally Designated Opportunity Zone or in the Promise Zone.	The applicant's office(s) providing project services are located in the Opportunity Zone or Promise Zone.	1 <i>(CDD Staff Score)</i>
	Does your agency have a signed MOU with the City of San Diego regarding the San Diego Promise Zone dated on or before September 30, 2025?	Organization has a confirmed MOU with the City of San Diego regarding the Promise Zone.	1 <i>(CDD Staff Score)</i>
	Describe your agency's specific strategies to prioritize clients residing in the Federally Designated Opportunity Zone or in the Promise Zone.	Applicant indicates service delivery will occur to clients residing in the Opportunity Zone or Promise Zone.	2
	Did your agency participate in the FY 2025 Nonprofit Accelerator Program in partnership with the University of San Diego?	Organization has confirmed participation with the City of San Diego regarding the NPA. One point for confirmed participation.	1 <i>(CDD Staff Score)</i>

Total Points for Section 4:			13
d. Budget	Identify alternative future sources of funding to support the proposed project. Demonstrate that the project will not rely on CDBG funds annually for program sustainability.	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.	6
	Budget lists all other funding sources secured for the project, certifies they will submit proof of funding source if awarded, and the percent of funds leveraged (calculated by other secured funding/total project costs) is: 0% - 5% = 0 points 41% - 60% = 3 points 6% - 20% = 1 point 61% - 80% = 4 points 21% - 40% = 2 points 81% - 100% = 5 points		5 <i>(CDD Staff Score)</i>
Total Points for Section 5:			11
e. Project Eligibility	The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements.		1 <i>(CDD Staff Score)</i>
	The Scope of Work and Budget demonstrates compliance with the National Objective and other HUD and City requirements.		1 <i>(CDD Staff Score)</i>
Total Points for Section 6:			2



Draft Fiscal Year 2027 CDBG Scoring Criteria

Agenda

- Council Policy 700-02
- CDBG Award Categories
- Overview of the Revised
Draft FY 2027 Scoring Criteria

Scoring Criteria

- Council Policy 700-02, Item 18 states the following:

18. The CPAB shall annually review and approve a set of criteria to be used by the CPAB for scoring CDBG competitively-awarded funding applications, including, but not limited to, an evaluation of past performance and regulatory compliance (if applicable), how the proposed project will address areas of the City identified to have the highest levels of need, eligibility of proposed expenditures and budget, and the amount or percentage of leveraged funding contributed to the proposed project.

RFP Categories for FY 2027

Public Services

**Community and
Economic Development
- Microenterprise
Technical Assistance**

**Nonprofit Capital
Improvement
Projects - Facilities**

RFP Budget for FY 2027 (tentative)

Category	Estimated Budget
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Community & Economic Development	\$ 1,095,800
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Scoring Criteria Recommended Revisions

Overview of the Revised FY 2027 Scoring Criteria

- Consolidation of questions
- Heavier point allocations
- Addition of long-term impact section

Scoring Criteria Recommended Revisions

Section 1: Organization History *(Previously, Organization Capacity)*

- Applicant demonstrates experience providing services to LMI individuals, or presumed LMI, CDBG-eligible populations, such as abused children, battered spouses, elderly persons, severely disabled adults, homeless individuals, illiterate adults, persons living with AIDS, or migrant farm workers. *(6 points)*
- Applicant provides proof of positive impact through testimonial(s) or success story that highlights the organization's impact in serving LMI individuals. *(3 points)*

Scoring Criteria Recommended Revisions

Section 1: Organization History *(Previously, Organization Capacity)*

- Applicant demonstrates experience in successfully implementing projects of a similar scope and comparable complexity to the one proposed. **If no directly comparable experience is provided, the applicant provides an explanation of why the organization is currently positioned to successfully undertake the proposed project.** The response reflects an understanding of project management and organizational capacity to comply with CDBG requirements. (7 points)

Total points: 16

Scoring Criteria Recommended Revisions

Section 2: Project Activities *(Previously, Project Characteristics)*

- Applicant provides a comprehensive and organized description of all proposed services. Applicant includes quantity and duration of the service, method of delivery, and details of whether the activity will be administered in a group setting or on an individual basis. *(18 points → 15 points)*
- 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. *(3 points)*

Scoring Criteria Recommended Revisions

Section 2: Project Activities *(Previously, Project Characteristics)*

- Applicant provides cost per beneficiary amount based on the CDBG funds requested and the projected number of clients served with CDBG funds. **Applicant explains how the cost reflects the depth and quality of services and relates to the overall impact of the project.** Costs are consistent with the proposed budget section and follow the RFP Handbook guides on identifying eligible costs. *(10 points)*
- Applicant provides an explanation and justification for the total amount of CDBG funds requested in relation to the services provided and any fees charged. Information provided is consistent with the proposed budget section. *(7 points)*

Scoring Criteria Recommended Revisions

Section 2: Project Activities *(Previously, Project Characteristics)*

- 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. *(1 point)*

Total points: 39

Scoring Criteria Recommended Revisions

Section 3: Client Characteristics *(Previously, Project Characteristics)*

- Applicant provides a description of the population(s) to be served, demonstrating eligibility under HUD's Low and Moderate-Income Clientele (LMC) guidelines. The response identifies whether the project will serve a Presumed LMI population (as defined by HUD) or will document income eligibility through direct benefit to Low-Income Persons based on family size and income. *(5 points)*
- Applicant describes the specific critical need(s) that the project will address and provides a justification for why existing resources are insufficient to meet those needs. *(6 points)*

Scoring Criteria Recommended Revisions

Section 3: Client Characteristics *(Previously, Project Characteristics)*

- Applicant indicates the number of unduplicated City of San Diego individuals to be served by the project. The response specifies the number of individuals to be served specifically with CDBG funds and, among those, the anticipated number of LMI individuals at or below 80% of AMI. *(4 points → 5 points)*
- Applicant describes the methodology used to estimate overall project results, anticipated CDBG-specific outcomes, and the number of LMI individuals to be served. *(4 points)*

Total points: 19

Scoring Criteria Recommended Revisions

Section 4: Project Impact *(Previously, Project Benefits)*

- Applicant identifies the long-term impact goals of the project/activity and provides strategies for measuring that impact. *(5 points)*
- ~~Applicant explains the systems used to monitor and track program progress and outcomes relative to the project's goals. *(3 points)*~~ Move to section 3
- The applicant's office(s) providing project services are located in the Opportunity Zone or Promise Zone. *(1 point)*

Scoring Criteria Recommended Revisions

Section 4: Project Impact *(Previously, Project Benefits)*

- Organization has a confirmed MOU with the City of San Diego regarding the Promise Zone. *(1 point)*
- Applicant indicates service delivery will occur to clients residing in the Opportunity Zone or Promise Zone. *(2 points)*
- **Organization has confirmed participation with the City of San Diego regarding the NPA. One point for confirmed participation.** *(1 point)*

Total points: 13

Scoring Criteria Recommended Revisions

Section 5: Budget

- 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. *(6 points)*
- Budget lists all other funding sources secured for the project, certifies submission of proof of funding source if awarded, and the % of funds leveraged (calculated by other secured funding/total project costs) is:

0% - 5% = 0 points

6% - 20% = 1 point

21% - 40% = 2 points

41% - 60% = 3 points

61% - 80% = 4 points

81% - 100% = 5 points

Total points: 11

Scoring Criteria Recommended Revisions

Section 6: Project Eligibility

- The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements. *(1 point)*
- The Scope of Work and Budget demonstrates compliance with the National Objective and other HUD and City requirements. *(1 point)*

Total points: 2

Scoring Criteria Recommended Revisions

Removed:

- **Section 6b: Project Eligibility & Performance Indicators**
Organizations will **no longer be evaluated based** on the applicant agency on projects previously funded by the City of San Diego under the CDBG program (previously, a deduction of 0 to -2.5 was applied)



Action Requested:

The Consolidated Plan Advisory Board (CPAB) is asked to approve the recommended revisions to the Fiscal Year (FY) 2027 CDBG Request for Proposal (RFP) Scoring Criteria.

CONSOLIDATED PLAN ADVISORY BOARD			
FY 2027 CDBG APPLICATION SCORING CRITERIA			
CATEGORY: Public Services			
Section	Question	Scoring Criteria	Point Allocation
1. Organization Experience	Describe your organization's experience in providing services to low and moderate-income (LMI) residents or presumed low and moderate-income CDBG beneficiaries. <i>Presumed LMI clientele includes abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.</i>	Applicant demonstrates experience providing services to low- and moderate-income (LMI) individuals or presumed LMI CDBG-eligible populations, such as abused children, battered spouses, elderly persons, severely disabled adults, homeless individuals, illiterate adults, persons living with AIDS, or migrant farm workers.	6
	Describe a specific success story or successful past outcome that highlights your organization's work serving LMI individuals.	Applicant provides proof of positive impact through testimonial(s) or success story that highlights the organization's impact in serving LMI individuals.	3
	Describe your organization's experience in successfully implementing projects of similar scope and comparable complexity to the project you are proposing. If your organization has not completed a project of comparable complexity, please describe why your organization is now positioned to undertake the proposed project.	Applicant demonstrates experience in successfully implementing projects of a similar scope and comparable complexity to the one proposed. If no directly comparable experience is provided, the applicant provides an explanation of why the organization is currently positioned to successfully undertake the proposed project. The response reflects an understanding of project management and organizational capacity	7

		to comply with CDBG requirements.	
	Enter a one-sentence description of your proposed project. This response must be limited to 250 characters.	Informational question (<i>no points</i>)	0
Total Points for Section 1:			16
2. Project Activities	Provide a listing and clear description of the services to be provided. For every activity, detail the quantity and duration of each service listed; and the method of delivery (including details on if the service provided will be on an individual basis or in a group setting).	Applicant provides a comprehensive and organized description of all proposed services. Applicant includes quantity and duration of the service, method of delivery, and details of if the activity will be administered in a group setting or individual basis.	15
	Explain any systems used to monitor and track program progress and outcomes against the project's goals.	Applicant explains the systems used to monitor and track program progress and outcomes relative to the project's goals.	5
	Describe how the project will be completed within the required 12-month timeline with appropriate milestones and estimated expenditures per month/quarter.	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.	3
	Determine a cost per beneficiary amount based on CDBG funds requested and projected number of clients served with CDBG funds. Give details on how the cost per beneficiary amount is warranted given the depth of	Applicant provides a cost per beneficiary amount based on the CDBG funds requested and the projected number of clients served with CDBG funds. Applicant explains how the cost reflects the depth and quality of services and	10

	services to be provided and the overall impact of the project.	relates to the overall impact of the project. Costs are consistent with the proposed budget section and follow the RFP Handbook guides on identifying eligible costs.	
	Justify the total amount of CDBG funds requested in relation to the services provided and any fees charged. Please ensure this aligns with information presented in the Proposed Budget Section. Explain how each budget line item correlates to the proposed project.	Applicant provides an explanation and justification for the total amount of CDBG funds requested in relation to the services provided and any fees charged. Information provided is consistent with the proposed budget section.	7
	Select whether the proposed project will result in either continuation of an existing service, provision of a new service or the substantial expansion of an existing service (choose one).	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.	1
	Total Points for Section 2:		41
3. Client Characteristics	Describe the characteristics of the population(s) to be served. Public Services projects must be considered a Low and Moderate-Income Limited Clientele Activity (LMC) by serving one of the following: <ul style="list-style-type: none"> i) Presumed low-income clientele as defined by HUD (see the FY 2027 RFP Handbook); or ii) Direct Benefit to Low-Income Persons based on compliance with 	Applicant provides a description of the population(s) to be served, demonstrating eligibility under HUD's Low and Moderate-Income Clientele (LMC) guidelines. The response identifies whether the project will serve a Presumed LMI population (as defined by HUD) or will document income eligibility through direct benefit to Low-Income Persons based on family size and income.	5

	HUD income limits (see the FY 2027 RFP Handbook) through documented family size and income.		
	Explain the specific need(s) this project will address and include how other resources are not available to meet those needs.	Applicant describes the specific critical need(s) that the project will address, and provides a justification for why existing resources are insufficient to meet those needs.	6
	<p>List the total number of unduplicated City of San Diego individuals to be assisted by the entire project (including leveraged funds).</p> <ul style="list-style-type: none"> i) Of total number listed above, the unduplicated number to be served specifically with CDBG funds. ii) Of total number of unduplicated individuals to be served specifically with CDBG funds listed in the previous answer, the total number of LMI individuals anticipated to be served who are at or below 80% of AMI. iii) Percentage of City of San Diego LMI individuals to be assisted by the project with CDBG funds. (<i>System calculation, no score.</i>) 	Applicant indicates the number of unduplicated City of San Diego individuals to be served by the project. The response specifies the number of individuals to be served specifically with CDBG funds and, among those, the anticipated number of LMI individuals at or below 80% of AMI.	5
	Describe the methodology used to determine the anticipated overall project results, anticipated CDBG results, and the number of LMI	Applicant describes the methodology used to estimate overall project results, anticipated CDBG-specific outcomes, and the	4

	individuals served by the project.	number of LMI individuals to be served.	
Total Points for Section 3:			20
4. Project Impact	Describe the long-term impact of your project/activity, as well as how your project will measure impact. Include measurable outcomes, outputs, goals and/or strategies.	Applicant identifies the long-term impact goals of the project/activity and provides strategies for measuring that impact.	5
	Indicate whether your organization's office(s) providing project services is located in the Federally Designated Opportunity Zone or in the Promise Zone.	The applicant's office(s) providing project services are located in the Opportunity Zone or Promise Zone.	1 <i>(CDD Staff Score)</i>
	Does your agency have a signed MOU with the City of San Diego regarding the San Diego Promise Zone dated on or before September 30, 2025?	Organization has a confirmed MOU with the City of San Diego regarding the Promise Zone.	1 <i>(CDD Staff Score)</i>
	Describe your agency's specific strategies to prioritize clients residing in the Federally Designated Opportunity Zone or in the Promise Zone.	Applicant indicates service delivery will occur to clients residing in the Opportunity Zone or Promise Zone.	2
	Did your agency participate in the FY 2025 Nonprofit Accelerator Program in partnership with the University of San Diego?	Organization has confirmed participation with the City of San Diego regarding the NPA. One point for confirmed participation.	1 <i>(CDD Staff Score)</i>
Total Points for Section 4:			10
5. Budget	Identify alternative future sources of funding to support the proposed project. Demonstrate that the project will not rely on CDBG funds annually for program sustainability.	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.	6
	Budget lists all other funding sources secured for the project, certifies they will submit proof of funding source if awarded,		5

	and the percent of funds leveraged (calculated by other secured funding/total project costs) is: 0% - 5% = 0 points 41% - 60% = 3 points 6% - 20% = 1 point 61% - 80% = 4 points 21% - 40% = 2 points 81% - 100% = 5 points	(CDD Staff Score)
Total Points for Section 5:		11
6. Project Eligibility	The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements.	1 (CDD Staff Score)
	The Scope of Work and Budget demonstrates compliance with the National Objective and other HUD and City requirements.	1 (CDD Staff Score)
Total Points for Section 6:		2

CONSOLIDATED PLAN ADVISORY BOARD			
FY 2027 CDBG APPLICATION SCORING CRITERIA			
CATEGORY: Community Economic Development			
Section	Question	Scoring Criteria	Point Allocation
1. Organization Experience	Describe your organization's experience in providing services to low and moderate-income (LMI) households and LMI business owners.	Applicant demonstrates experience providing services to low- and moderate-income (LMI) individuals and LMI business owners.	6
	Describe a specific success story or successful past outcome that highlights your organization's work serving LMI individuals and LMI business owners.	Applicant provides proof of positive impact through testimonial(s) or success story that highlights the organization's impact in serving LMI individuals.	3
	Describe your organization's experience in successfully implementing projects of similar scope and comparable complexity to the project you are proposing. If your organization has not completed a project of comparable complexity, please describe why your organization is now positioned to undertake the proposed project.	Applicant demonstrates experience in successfully implementing projects of a similar scope and comparable complexity to the one proposed. If no directly comparable experience is provided, the applicant provides an explanation of why the organization is currently positioned to successfully undertake the proposed project. Specifics are given on organization's experience in assisting LMI individuals start up or expand a microenterprise.	7
	Enter a one-sentence description of your proposed project. This response must be limited to 250 characters.	Informational question (<i>no points</i>)	0
Total Points for Section 1:			16

2. Project Activities	Provide a listing and clear description of the services to be provided. For every activity, detail the quantity and duration of each service listed; and the method of delivery (including details on if the service provided will be on an individual basis or in a group setting).	Applicant provides a comprehensive and organized description of all proposed services. Applicant includes quantity and duration of the service, method of delivery, and details of if the activity will be administered in a group setting or individual basis.	15
	Explain any systems used to monitor and track program progress and outcomes against the project's goals.	Applicant explains the systems used to monitor and track program progress and outcomes relative to the project's goals.	5
	Describe how the project will be completed within the required 12-month timeline with appropriate milestones and estimated expenditures per month/quarter.	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.	3
	Determine a cost per beneficiary amount based on CDBG funds requested and projected number of clients served with CDBG funds. Give details on how the cost per beneficiary amount is warranted given the depth of services to be provided and the overall impact of the project.	Applicant provides a cost per beneficiary amount based on the CDBG funds requested and the projected number of clients served with CDBG funds. Applicant explains how the cost reflects the depth and quality of services and relates to the overall impact of the project. Costs are consistent with the proposed budget section and follow the RFP Handbook guides on identifying eligible costs.	10
	Justify the total amount of CDBG funds requested in relation to the services provided and any fees	Applicant provides an explanation and justification for the total amount of CDBG funds requested in	7

	charged. Please ensure this aligns with information presented in the Proposed Budget Section. Explain how each budget line item correlates to the proposed project.	relation to the services provided and any fees charged. Information provided is consistent with the proposed budget section.	
	Select whether the proposed project will result in either continuation of an existing service, provision of a new service or the substantial expansion of an existing service (choose one).	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.	1
Total Points for Section 2:			41
3. Client Characteristics	Describe the characteristics of the population(s) to be served. The CED Technical Assistance Program must meet the limited clientele criteria for LMI benefit by providing microenterprise assistance to Low-Income Persons and Business Owners in compliance with HUD income limits through documented family size and income. The CED Technical Assistance Program must exclusively serve microenterprises, which are defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise. Provide a description of how the project will document income eligibility.	Applicant provides a description of the population(s) to be served, demonstrating eligibility under HUD's Low and Moderate-Income Clientele and business owners. The response identifies how the project will document income eligibility.	5
	Explain the specific need(s) this project will address and include how other resources	Applicant describes the specific critical need(s) that the project will address, and	6

	are not available to meet those needs.	provides a justification for why existing resources are insufficient to meet those needs.	
	<p>List the total number of unduplicated City of San Diego individuals to be assisted by the entire project (including leveraged funds).</p> <p>i) Of total number listed above, the unduplicated number to be served specifically with CDBG funds.</p> <p>ii) Total number of unduplicated City of San Diego businesses, owned by City of San Diego LMI residents, to be assisted by the project (established or expanded).</p> <p>iii) Of total number listed above (ii.), anticipated City of San Diego businesses served specifically with CDBG funds.</p>	Applicant indicates the number of unduplicated City of San Diego individuals and business to be served by the project. The response specifies the number of individuals to be served specifically with CDBG funds and, among those, the anticipated number of LMI individuals at or below 80% of AMI.	5
	Describe the methodology used to determine the results listed above. (Total anticipated City of San Diego LMI individuals, anticipated LMI served with CDBG funds, Total City of San Diego businesses, and anticipated City of San Diego businesses with CDBG funds).	Applicant describes the methodology used to estimate overall project results, anticipated CDBG-specific outcomes, and the number of LMI individuals and businesses to be served.	4
Total Points for Section 3:			20

4. Project Impact	Describe the long-term impact of your project/activity, as well as how your project will measure impact. Include measurable outcomes, outputs, goals and/or strategies.	Applicant identifies the long-term impact goals of the project/activity and provides strategies for measuring that impact.	5
	Indicate whether your organization's office(s) providing project services is located in the Federally Designated Opportunity Zone or in the Promise Zone.	The applicant's office(s) providing project services are located in the Opportunity Zone or Promise Zone.	1 (CDD Staff Score)
	Does your agency have a signed MOU with the City of San Diego regarding the San Diego Promise Zone dated on or before September 30, 2025?	Organization has a confirmed MOU with the City of San Diego regarding the Promise Zone.	1 (CDD Staff Score)
	Describe your agency's specific strategies to prioritize clients residing in the Federally Designated Opportunity Zone or in the Promise Zone.	Applicant indicates service delivery will occur to clients residing in the Opportunity Zone or Promise Zone.	2
	Did your agency participate in the FY 2025 Nonprofit Accelerator Program in partnership with the University of San Diego?	Organization has confirmed participation with the City of San Diego regarding the NPA. One point for confirmed participation.	1 (CDD Staff Score)
	Total Points for Section 4:		10

5. Budget	Identify alternative future sources of funding to support the proposed project. Demonstrate that the project will not rely on CDBG funds annually for program sustainability.	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.	6
	Budget lists all other funding sources secured for the project, certifies they will submit proof of funding source if awarded, and the percent of funds leveraged (calculated by other secured funding/total project costs) is: 0% - 5% = 0 points 41% - 60% = 3 points 6% - 20% = 1 point 61% - 80% = 4 points 21% - 40% = 2 points 81% - 100% = 5 points		5 (CDD Staff Score)
Total Points for Section 5:			11
6. Project Eligibility	The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements.		1 (CDD Staff Score)
	The Scope of Work and Budget demonstrates compliance with the National Objective and other HUD and City requirements.		1 (CDD Staff Score)
Total Points for Section 6:			2

CONSOLIDATED PLAN ADVISORY BOARD			
FY 2027 CDBG APPLICATION SCORING CRITERIA			
CATEGORY: Nonprofit Capital Improvement Project			
Section	Question	Scoring Criteria	Point Allocation
1. Organization Experience	Describe your organization's experience in providing services to low and moderate-income (LMI) residents or presumed low and moderate-income CDBG beneficiaries. <i>Presumed LMI clientele includes abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.</i>	Applicant demonstrates experience providing services to low- and moderate-income (LMI) individuals or presumed LMI CDBG-eligible populations, such as abused children, battered spouses, elderly persons, severely disabled adults, homeless individuals, illiterate adults, persons living with AIDS, or migrant farm workers.	6
	Describe your organization's experience in successfully implementing projects of similar scope and comparable complexity to the project you are proposing. If your organization has not completed a project of comparable complexity, please describe why your organization is now positioned to undertake the proposed project. Please list any CDBG related construction project with allocation amount, year completed, and result of improvements.	Applicant demonstrates experience in successfully implementing projects of a similar scope and comparable complexity to the one proposed. If no directly comparable experience is provided, the applicant provides an explanation of why the organization is currently positioned to successfully undertake the proposed project. Additionally, applicant lists any CDBG related construction project with allocation amount, year completed, and result of improvements.	7
	Describe specific staff within your organization that have experience overseeing the design and implementation of a construction project. Also, if your organization plans on using a third-party construction manager, please describe your organization/staff's approach to securing and utilizing a third-party.	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.	3
	Does your organization have any open City of San Diego CDBG NCIP or Housing Rehabilitation projects located at other sites? Check box if yes. If yes, please explain why the projects are still open and describe	Informational question (<i>no points</i>)	0

	whether there were implementation delays from the schedule listed in the project's original RFP response from a prior year. Provide the construction start date and scheduled closeout date. If no, enter 'N/A' below.		
	Enter a one-sentence description of your proposed project. This response must be limited to 250 characters.	Informational question (<i>no points</i>)	0
Total Points for Section 1:			16
2. Project Activities	Provide a description of the proposed project, including; a description of the number and type of major improvements that will be completed, and describe the activities and/or services to be provided as a result of the improvement.	Applicant provides a comprehensive and organized description of all proposed improvements or renovations, resulting activities and services, and a description of how the construction project will benefit the organization's services.	15
	Explain any systems used to monitor and track program progress and outcomes against the project's goals.	Applicant explains the systems used to monitor and track program progress and outcomes relative to the project's goals.	5
	Describe how the project will be completed and funds expended within the required 24-month timeline, specifying key milestones. The description should, at minimum, include the following information: <ul style="list-style-type: none"> • Permitting and design completion (may take 3-6 months); • Project will be released for bid (may take 3-6 months); • Construction contract awarded (may take 3-6 months); • Anticipated Construction Timeline; • 100% expenditure level; and • Project completion, beneficiaries reported (National Objective met), and closeout report approved by CDD staff. 	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.	3

	Describe the extent to which the proposed project is ready to proceed (is shovel ready). Include details of how the total amount of CDBG funds requested is justified by utilizing a cost estimation from a professional consultant or architect. If the facility you are applying for has received CDBG funds for improvements/expansions in the past, explain whether it was successful and justify the request for additional CDBG funds.	Applicant demonstrates that the project is ready to proceed, and provides a clear justification for the total amount of CDBG funds requested. The justification must be supported by a cost estimate from a professional consultant or architect and be consistent with the proposed budget. <i>If</i> the organization has received CDBG funds in the past for the same facility, applicant provides a description of the outcomes and justifies the need for additional CDBG funding.	10
	Describe existing construction/architectural plans and demonstrate a knowledge of all applicable permits required for the proposed project by explaining those that have been identified, planned for, and/or secured. If permits are not needed, provide the information used for basis for that determination.	Applicant describes existing construction/architectural plans and demonstrates a knowledge of all applicable permits required for 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.	7 (CDD Staff Score)
	Describe whether the proposed NCIP project will result in a new facility, an improvement or expansion to an existing facility, or ADA accessibility improvements.	Applicant selects whether the proposed project will result in either ADA accessibility improvements, the substantial expansion of an existing service or the provision of a new service.	1
	Total Points for Section 2:		41
3. Client Characteristics	Describe how the upgraded/new facility (when completed) will provide impactful services to high need populations and provide the references used for this determination. Nonprofit Capital Improvement Project projects must be considered a Low- and Moderate-Income Limited Clientele Activity (LMC) by serving one of the following:	Applicant provides a description of the population(s) to be served, demonstrating eligibility under HUD's Low and Moderate-Income Clientele (LMC) guidelines. The response identifies whether the project will serve a Presumed LMI population (as defined by HUD) or will document income eligibility through direct benefit to Low-Income Persons based on family size and income.	5

	<p>i. Presumed low income clientele as defined by HUD (see the FY 2027 RFP Handbook); or</p> <p>ii. Direct Benefit to Low Income Persons based on compliance with HUD income limits (see the FY 2027 RFP Handbook) through documented family size and income.</p> <p>Provide a description of how the project will document income eligibility if not using Presumed Low to Moderate-Income.</p>		
	<p>Explain the specific need(s) this project will address and include how other facilities/services are not available or insufficient to meet those needs.</p>	<p>Applicant describes the specific critical need(s) that the project will address, and provides a justification for why existing resources are insufficient to meet those needs.</p>	6
	<p>List the total number of unduplicated City of San Diego individuals to be assisted by the entire project (including leveraged funds).</p> <p>i) Of total number listed above, the unduplicated number to be served specifically with CDBG funds.</p> <p>ii) Of total number of unduplicated individuals to be served specifically with CDBG funds listed in the previous answer, the total number of LMI individuals anticipated to be served who are at or below 80% of AMI.</p> <p>iii) Percentage of City of San Diego LMI individuals to be assisted by the project with CDBG funds. (<i>System calculation, no score.</i>)</p>	<p>Applicant indicates the number of unduplicated City of San Diego individuals to be served by the project. The response specifies the number of individuals to be served specifically with CDBG funds and, among those, the anticipated number of LMI individuals at or below 80% of AMI.</p>	5
	<p>Describe the methodology used to determine the anticipated overall project results, anticipated CDBG results, and the number of LMI individuals served by the project.</p>	<p>Applicant describes the methodology used to estimate overall project results, anticipated CDBG-specific outcomes, and the number of LMI individuals to be served.</p>	4

Total Points for Section 3:			20
4. Project Impact	Describe the long-term impact of your project/activity, as well as how your project will measure impact. Include measurable outcomes, outputs, goals and/or strategies.	Applicant identifies the long-term impact goals of the project/activity and provides strategies for measuring that impact.	5
	Indicate whether your organization's office(s) providing project services is located in the Federally Designated Opportunity Zone or in the Promise Zone.	The applicant's office(s) providing project services are located in the Opportunity Zone or Promise Zone.	1 (CDD Staff Score)
	Does your agency have a signed MOU with the City of San Diego regarding the San Diego Promise Zone dated on or before September 30, 2025?	Organization has a confirmed MOU with the City of San Diego regarding the Promise Zone.	1 (CDD Staff Score)
	Describe your agency's specific strategies to prioritize clients residing in the Federally Designated Opportunity Zone or in the Promise Zone.	Applicant indicates service delivery will occur to clients residing in the Opportunity Zone or Promise Zone.	2
	Did your agency participate in the FY 2025 Nonprofit Accelerator Program in partnership with the University of San Diego?	Organization has confirmed participation with the City of San Diego regarding the NPA. One point for confirmed participation.	1 (CDD Staff Score)
Total Points for Section 4:			10
5. Budget	Please explain how the proposed project improvements would be maintained and financed in the future. Specifically, identify the alternative future sources of funding that could be used to maintain the proposed project improvements and demonstrate that the project will not rely on CDBG funds for deferred maintenance responsibilities.	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.	6
	Budget lists all other funding sources secured for the project, certifies they will submit proof of funding source if awarded, and the percent of funds leveraged (calculated by other secured funding/total project costs) is: 0% - 5% = 0 points 41% - 60% = 3 points 6% - 20% = 1 point 61% - 80% = 4 points 21% - 40% = 2 points 81% - 100% = 5 points		5 (CDD Staff Score)
Total Points for Section 5:			11

6. Project Eligibility	The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements.	1 <i>(CDD Staff Score)</i>
	The Scope of Work and Budget demonstrates compliance with the National Objective and other HUD and City requirements.	1 <i>(CDD Staff Score)</i>
Total Points for Section 6:		2