

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	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
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	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	10

	amount is warranted given the depth of services to be provided and the overall impact of the project.	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.	
	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: i) Presumed low-income clientele as defined by HUD (see the FY 2027 RFP Handbook); or	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>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>Explain the specific need(s) this project will address and include how other resources are not available 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> <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> 	<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

	Describe the methodology used to determine the anticipated overall project results, anticipated CDBG results, and the number of LMI individuals served by the project.	Applicant describes the methodology used to estimate overall project results, anticipated CDBG-specific outcomes, and the number of LMI individuals 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 <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, 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: 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 construction manager.	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 contractor, 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 the basis of 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