

### CONSOLIDATED PLAN ADVISORY BOARD (CPAB) AGENDA

### WEDNESDAY, FEBRUARY 8, 2017 9:00 A.M. – 10:30 A.M.

SAN DIEGO CIVIC CONCOURSE, NORTH TERRACE ROOMS 207–208 202 'C' STREET, SAN DIEGO, CA 92101

- 1. Call to Order
- 2. Approval of CPAB Meeting Minutes: January 11, 2017
- 3. Staff Announcements
- 4. Board Member Announcements

### 5. Non-Agenda Public Comment

Non-agenda public comment may be made on any subject pertaining to the CPAB. Speakers will be allotted three (3) minutes each. *Public comments pertaining to agenda items below are taken during the discussion of said items.* 

### 6. Action Items:

### a. March 2017 CPAB Meeting Date

Staff will ask the Board to postpone its regularly scheduled meeting on March 8, 2017 to March 16, 2017 to accommodate the FY 2018 CDBG project proposal review process and Board member availability.

### 7. Discussion Items:

### a. FY 2018 CDBG Project Proposal Review Process

Staff will provide a high-level overview of the CDBG project proposal review process that Board members will be following. Hard copies of the FY 2018 CDBG Project Proposal Review Panel Handbook will be distributed to the Board, which will include resources on how to access and use the Economic Development Grants Management System (EDGrants) to review and score the qualified proposals.

### THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.

To request an alternative format, or to request a sign language or oral interpreter for the meeting, please contact the Meeting Coordinator in the Economic Development Department at least five (5) working days before the meeting at (619) 236-6700 to ensure availability. Assistive Listening Devices (ALDs) are available for the meeting upon request.



### b. Nonprofit Accelerator Program Update

Staff will provide an update on the latest developments regarding the City's Nonprofit Accelerator Program, which aims to build the capacity of nonprofit organizations in the region in terms of their service delivery, program effectiveness, and grant funding competitiveness.

### 8. Adjournment

Unfinished business shall be tabled and placed on the agenda of the following meeting.

### \*\*\*\*

### **Tentative Future Meeting Dates/Times**

Subject to change. Check CDBG website at <u>http://www.sandiego.gov/cdbg/cpab/index.shtml</u> for latest information, locations, and special meetings.

- Wednesday, March 08, 2017, at 9:00 a.m. (TBD proposed March 16, 2017)
- Tuesday, <u>April 18, 2017</u>, at 9:00 a.m.\*\*\*
- Wednesday, <u>May 10, 2017</u>, at 9:00 a.m.
- Wednesday, June 14, 2017, at 9:00 a.m.
- Wednesday, <u>July 12, 2017</u>, at 9:00 a.m.
- Tuesday, <u>August 08, 2017</u>, at 9:00 a.m.\*\*\*
- Wednesday, <u>September 13, 2017</u>, at 9:00 a.m.
- Wednesday, <u>October 11, 2017</u>, at 9:00 a.m.
- Wednesday, <u>November 08, 2017</u>, at 9:00 a.m.
- Wednesday, <u>December 13, 2017</u>, at 9:00 a.m.

\*\*\*Note Tuesday meeting days.

## The City of SAN DIEGO

**CONCOURSE** 

202 C Street MS57C, San Diego Ca. 92101 I 619-236-7029 I 619-236-7016



### **Driving Directions to the San Diego Concourse**

### Parking



### **Trolley Line**



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- Renaissance San Diego Downtown Hotel, W B St. & State St. Approx 0.3Mi
- The Westin San Diego, W Broadway & Columbia St. Approx 0.4Mi
- The Sofia Hotel, W Broadway & Front St. Approx 0.2 Mi •
- The Westgate Hotel, 2nd Ave. Approx 0.1Mi .
- Courtyard San Diego Downtown, Broadway & 6th Ave. Approx 0.3Mi •

## SAN DIEGO CONCOURSE

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### Second Level







### CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MINUTES

### WEDNESDAY, JANUARY 11, 2017

### SAN DIEGO CIVIC CONCOURSE – NORTH TERRACE ROOMS 207–208 202 'C' STREET, SAN DIEGO, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul> <li>Joe LaCava, Council District 1</li> <li>Vicki Granowitz, Council District 3</li> <li>Ken Malbrough, Council District 4</li> <li>Gary Wong, Council District 6</li> <li>Richard Thesing, Council District 7</li> </ul>	• Sara Berns, Council District 2

STAFF PRESENT	ATTENDANCE SHEET
<ul> <li>Stephen Maduli-Williams, Program Manager</li> <li>Michele Marano, Community Development Coordinator</li> <li>Ulysses Panganiban, Community Development Specialist</li> </ul>	13 people signed the attendance sheet

### Call to Order

Ms. Vicki Granowitz called the meeting to order at 9:04 a.m. with five Board members present. Quorum was achieved at the same time.

Approval of Minutes

Ms. Granowitz called for a motion to approve the November 9, 2016 meeting minutes. Mr. Joe LaCava moved to approve the minutes; the motion was seconded by Mr. Ken Malbrough. The minutes were then approved unanimously.

The December 14, 2016 meeting notes were received and filed by the Board. There was no quorum for that meeting, and the notes are for reference only.

### **Board Announcements**

- Mr. Malbrough informed the Board of his planned absence during the March 8, 2017 meeting.
- Ms. Granowitz mentioned that candidates for the Council District 8 and 9 seats on the Board were currently being vetted by the Mayor's Office.



### Staff Announcements

• There were no staff announcements.

### Non-Agenda Public Comment

• Mr. Robert McNamara expressed his appreciation of staff's inclusion of the draft meeting minutes with the distributed agenda.

### Agenda Item(s)

### <u>Action Item 6a:</u>

### FY 2018 CDBG Applications: CPAB Review Process

Ms. Michele Marano reminded the Board of the upcoming need to score CDBG project proposals in February 2017 and the option it has of forming ad hoc committees to get direction on the evaluation process and ask staff questions. Board members discussed the pros and cons of setting up ad hoc committees, during which scores are not deliberated or determined. Mr. Malbrough then moved to create ad hoc committees, provided that each one did not constitute the number of members that would result in a quorum of the Board. Mr. Rich Thesing seconded the motion, which was approved unanimously. *Please see attached presentation for more information*.

### Discussion Item 7a:

### FY 2018 Request for Qualifications (RFQ) Process Review

Ms. Marano provided a brief recap of the FY 2018 RFQ process and discussed future enhancements. *Please see attached handout for more information.* 

### Discussion Item 7b:

### FY 2018 Request for Proposals (RFP) Release and Economic Development Grants Management System (EDGrants)

Mr. Ulysses Panganiban provided a high-level overview of the RFP process, including an overview of <u>EDGrants</u> that will be used to administer the RFP processes, execute contracts with CDBG funding subrecipients, monitor subrecipient performance, and generate program data and compliance reports. *Please see attached handout for more information*.



### Adjournment

• Meeting adjourned at 10:05 a.m.

















Next Ste	nomic Development
February 6, 2017	FY 2018 CDBG RFP submittals available to CPAB members for review and scoring ( <i>after registration</i> )
February 8, 2017	Applicable agencies are notified of final eligibility determination based on CDD staff review of RFP materials
March 9, 2017	CPAB FY 2018 CDBG RFP scoring results submitted to CDD office
March 13, 2017	FY 2018 CDBG RFP Application scores posted online
March 16, 2017 (tentative)	<ul> <li>CPAB Meeting:</li> <li>FY 2018 CDBG RFP scores ratified and funding allocation recommendations forwarded to City Council for approval</li> <li>FY 2018 CDBG City Projects funding allocation recommendations forwarded to City Council for approval</li> </ul>
April 24 <b>or</b> 25, 2017	FY 2018 Allocations incorporated with FY 2018 Annual Action Plan and Substantial Amendment presented to City Council

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## FY 2018 CDBG REQUEST FOR PROPOSALS (RFP) REVIEW PANEL HANDBOOK

Economic Development Department Community Development Division

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### I. INTRODUCTION

### CITY OF SAN DIEGO - COMMUNITY DEVELOPMENT DIVISION

The City of San Diego's Community Development Division (within the Economic Development Department) oversees federally funded entitlement grant programs including the Community Development Block Grant (CDBG), the Emergency Solutions Grants (ESG), the HOME Investment Partnerships Program, and Housing Opportunities for Persons with AIDS (HOPWA) program.

### THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Department of Housing and Urban Development (HUD) provides funds to local jurisdictions on an annual basis through the Community Development Block Grant Program (CDBG) for local community development, housing activities, and public services. The primary objective of the CDBG Program is the development of viable communities through the provision of decent housing, a suitable living environment, and expanded economic opportunities. In accordance with CDBG standards, these resources are intended to primarily benefit low- and moderate-income persons and neighborhoods.

### CITY OF SAN DIEGO – CONSOLIDATED PLAN ADVISORY BOARD

The Consolidated Plan Advisory Board (CPAB) was established by the City Council via Ordinance No. O-19963 (Sections 26.2101–26.2113 of the Municipal Code) to provide advice and recommendations on certain policy issues related to the City of San Diego HUD grant entitlements inclusive of the CDBG program. Specifically, per §26.2113, the CPAB is charged with performing an open and impartial evaluation of the applications for CDBG funds and provide funding recommendations to the City Council.

### PURPOSE OF THE CPAB REVIEW PANEL HANDBOOK

This *CPAB Review Panel Handbook* outlines the process and procedures the CPAB will follow in reviewing and scoring applications submitted for the Fiscal Year (FY 2018) Community Development Block Grant (CDBG) Request for Proposals funding cycle.

The Handbook identifies:

- The roles and responsibilities of the CPAB (reviewers);
- Procedures to follow in conducting the review;
- Reference materials that may be used in scoring the applications;
- Guidance for using the Economic Development Grants Management System (EDGrants); and
- Conflict of interest guidelines for panel members.



Appendices of this handbook include the following:

- <u>Sub-Recipient Performance Report Cards: Past fiscal, administrative, and</u> programmatic performance is considered in the evaluation, and performance indicators and standards in those areas are used to assign performance scores to the organizations (poor performance results in negative scores). (CPAB reviewers may also use these reports to assist in evaluating "Section 2: Organizational Capacity" of the RFP application.)</u>
- EDGrants Registration and User Guides for Reviewers: Step-by-step guides to navigate through EDGrants.

The review of CDBG applications, as outlined in the City's Consolidated Plan for Fiscal Year 2015–2019, is a competitive process to ensure funds are invested in the highest scoring projects

### II. REVIEW PANEL: RESPONSIBILITIES AND CONDUCT

Reviewers are responsible for conducting an independent and objective review of the CDBG applications and must be able to fulfill the following responsibilities:

- 1. Read and become familiar with supplementary materials provided (inclusive of this Handbook) prior to the commencement of their review;
- 2. Attend and participate fully in the Ad Hoc Committee meetings,
- 3. Recuse themselves from the review of applications where an actual or apparent conflict of interest may be present;
- 4. Consider, review and score each application in relation to the applicable FY 2018 Scoring Criteria;
- 5. Refer all applicant contact to the Community Development Division staff; and
- 6. Complete their review in EDGrants on or before the **March 9, 2017** deadline.

Reviewers must be able to dedicate a significant amount of time to this process within a very limited timeframe. If they find they are unable to fulfill their obligations, they are asked to contact City staff immediately.



### **III. CITY STAFF: RESPONSIBILITIES**

The City of San Diego Community Development Division staff (City staff), charged with the responsibility of ensuring the CDBG allocation process is impartial and consistent with all applicable standards, will:

- 1. Ensure reviewers are comfortable navigating through EDGrants. If necessary, deliver hard copies of requested and necessary information to reviewers in a timely manner;
- 2. Respond to all inquiries from the reviewers promptly;
- 3. Consult with staff from HUD and the City Attorney's Office and other professionals, as needed;
- 4. Provide staff and facilitate the Ad Hoc Committee meetings;
- 5. Create a ranking of the applications by project-type based on their average scores in descending order and present the scoring recommendation to the CPAB for its ratification at the <u>March 16, 2017</u> CPAB meeting (date tentative and to be confirmed at the February 8, 2017 CPAB meeting); and
- Present CPAB's recommendation to the City Council for review and approval in April 2017 (time and date to be determined) in conjunction with the Fiscal Year (FY) 2018 Annual Action Plan and the Substantial Amendment to the FY 2015–2019 Consolidated Plan.

### **IV. CONFLICT OF INTEREST GUIDELINES**

In order to ensure compliance with applicable HUD requirements and other applicable standards, as well as to ensure a fair and transparent scoring process, CPAB reviewers are required to follow these conflict of interest guidelines. A conflict of interest generally describes a situation in which financial or other personal considerations may compromise or bias professional judgment and objectivity.

The CDBG conflict of interest provisions at the federal level are based on the regulations found at 24 CFR 570.611, which can be summarized as follows:

No person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient (City of San Diego in this instance), or any designated public agencies, or any sub-recipient which is receiving CDBG funds and who exercises of has exercised any functions or responsibilities with respect to CDBG activities or who is in a position to participate in a decision-making process or gain inside



information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or in any of its proceeds, either for themselves or those with whom they have family or business ties, during their tenure and for one year thereafter.

The CDBG RFP review process is also subject to a variety of federal conflict of interest regulations and standards. Said standards prohibit City employees, as well as its officers and agents, from participating in the selection, award, or administration of a contract supported by federal funds if a conflict of interest, real or apparent, is involved. Note that even *apparent* conflicts of interest are prohibited.

The City of San Diego Municipal Code also governs the actions of the CPAB in relation to conflicts of interests and requires CPAB members to recuse themselves from participating "in any decision in which she or he has any personal or financial interest" (see § 26.2109).

The City Council has also adopted Policy No. 000-04, which is the Code of Ethics for all city employees and board/commission members.

Within the general context of the conflict of interest guidelines, a *financial interest* includes:

- Receipt of gifts of \$250 or more in value in the previous twelve months from an applicant organization;
- Receipt or promise of income (e.g., salary) from an applicant organization in the previous 12 months;
- Having an investment of \$2,000 or more in an applicant organization;
- Holding a position of management or serving on the board of an applicant organization, whether in a paid or unpaid position, within the previous twelve months; and,
- Ownership of real estate with a value of \$2,000 or more with an applicant organization.

As noted, federal standards also prohibit apparent conflicts of interests. An apparent conflict of interest is generally considered to occur when the circumstances are such that a reasonable person with knowledge of the relevant facts would question the impartiality of the reviewer in his/her evaluation of an application.



Review panel members are obligated to report any conflicts of interest to City staff immediately. Reviewers can declare the presence of such conflicts via EDGrants at the time of registration, via email or via a phone call. Declaring such conflicts does not mean the reviewer is unable to serve; it simply means the reviewer may not review those applications or participate in the Ad Hoc Committee meeting discussions regarding those applications where the conflict exists. It is important to note that a conflict of interest exists whether or not decisions are affected by a personal interest—conflicts of interest only imply the potential for bias is present.

Reviewers must keep in mind the conflict of interest provisions during the process as potential conflicts may exist in relation to the applicant organization, its board members, its staff, the proposed project itself, its intended beneficiaries, and/or other parties that may be affected by the proposed project.

If at any point during the process, a reviewer determines the potential presence of an actual or apparent conflict of interest, that reviewer must declare the presence of such conflict to City staff and recuse herself/himself from reviewing the application and participating in related discussions. When in doubt, a reviewer may contact City staff for guidance.

This responsibility is strictly imposed upon reviewers and reviewers are required to digitally acknowledge the Conflict of Interest Statement during the EDGrants registration process. If the reviewer identifies the presence of a conflict of interest at any point during the review process, the reviewer is also obligated to report such conflict immediately to City staff.

### V. CONFIDENTIALITY

CPAB reviewers are also asked to respect the confidentiality of the RFP applications and supporting materials. The contents on the website system are only for the CPAB reviewers and should not be shown or distributed to other parties. If requested by a CPAB member, City staff will provide hard copies of needed materials to the CPAB reviewer.

Furthermore, reviewers may only discuss the applications, their contents, and their own assessments of the applications or similar related matters during the Ad Hoc Committee meetings and/or with City staff as part of related inquiries.

Completion of a Confidentiality Agreement is required of all reviewers prior to their registration in EDGrants (as described below).



### VI. REVIEWER REFERENCE MATERIALS

Each Board member participating in the review of the FY 2018 CDBG applications will have access to relevant reference materials on or before February 6, 2017. Some materials will be made available only after successful registration in EDGrants.

Information available to the reviewers includes the following:

- <u>Applicant Organization Submittals:</u> This material includes the portion of the applications subject to CPAB review, including supporting documents.
- <u>Board of Directors Rosters</u>: To assist with identifying potential conflicts of interest, the Board Roster for applicant organizations is included as Appendix A.
- <u>List of Applicants and Projects</u>: A listing of all applications submitted, sorted by RFP category (CIP, CED, PS, CG, and SUS). The information provided will include the name of the applicant organization and the name of the proposed project, as identified by the applicant in the application. The List of Applicants and Projects are included as Appendix B.
- <u>Scoring Rubric Template</u>: Scores will be entered directly into the EDGrants scoring review form for each individual applicant organization submittal.
- Additional resources are available via the EDGrants portal at: <u>www.edgrants.force.com</u> (under the "Resources" tab).

### VII. REVIEWING & SCORING APPLICATIONS

The following sections provide details regarding the six primary elements of the review process for the CPAB members:

- 1. Preparation
- 2. Reading and Analyzing Applications
- 3. Discussion at Ad Hoc Committee Meetings
- 4. Scoring Applications
- 5. Finalizing Scores



### 1. PREPARATION: PRIOR TO THE REVIEW

To reiterate, prior to the release of the relevant information as described above, reviewers are required to complete the following for registration purposes:

- 1. Register as a Subject Matter Expert (SME) in the EDGrants system at: www.edgrants.force.com.
- 2. Examine the *Board Member Rosters* (Appendix A) and *List of Applicants and Projects* (Appendix B) and identify any proposal and/or applicant organization where a conflict of interest may exist and inform City staff of any such conflict.

### 2. <u>READING AND ANALYZING APPLICATIONS</u>

Reviewers are instructed to evaluate applications on the basis of the FY 2018 CDBG RFP Scoring Criteria. Reviewers should consider how well the applicant fully describes the proposed project in relation to the questions asked.

As part of this analysis, the reviewer may consider the following questions:

- 1. Does the information provided respond to elements of the questions asked?
- 2. Is the information clear and specific (rather than vague and/or open to numerous interpretations)?
- 3. Is the proposed outcome(s) measurable? Is it consistent with the project objective(s)?
- 4. Are the proposed activities and outcomes appropriate in relation to the funds requested?

Given that **each** reviewer must read and score **each** application within a limited timeframe, reviewers are encouraged to consider the number of applications that must be reviewed and allot an appropriate amount of time for each.

### 3. AD HOC COMMITTEE MEETINGS

CPAB is scheduled to convene Ad Hoc Committee meetings to discuss applications, exchange considerations, and ask technical questions of staff.

Each reviewer is responsible for scoring **each** application independently and not sharing scores with other CPAB reviewers.



### 4. SCORING APPLICATIONS

Reviewers must identify the most significant strengths and weaknesses of the application when assigning scores. Reviewers must use **whole** numbers in assigning scores to the individual sections.

### 5. FINALIZED SCORES

Upon completion of the review and scoring process, the review panel members will submit their scores via EDGrants *no later than* <u>March 9, 2017</u>. Reviewers have not completed the review process until their scores have been submitted in the system.

The scores and comments will be made available to the applicants (upon their request) following the ratification of the FY 2018 Annual Action Plan by the City Council. The names of the individual reviewers will be redacted from the information prior to its distribution to the applicant organizations.

### VIII. REVIEWERS' WRITTEN COMMENTS

Reviewers play a critical role in the CDBG funding allocation process. Written comments on the scoring form can provide objective and substantiated information upon which evaluations can be made.

Reviewers should not:

- Use prior or outside knowledge of an applicant organization. Comments and scores are based only on the information at hand.
- Impose their own evaluation standards. Applications should be reviewed in relation to the Scoring Criteria.
- Make sarcastic or derogatory remarks in the comments section of the scoring template or in public meetings.

The comment text boxes in EDGrants serve as the mechanism to provide feedback to the applicant organizations regarding the strengths and/or weaknesses of their applications. Therefore, comments should be as specific as possible, both positive and negative.



### IX. CPAB RATIFICATION OF SCORES

EDGrants will tabulate and average the scores of all reviewers. The applications are then ranked based on their average scores—in descending order—according to the RFP categories below:

- 1. Capital improvement projects,
- 2. Community/economic development projects,
- 3. Public service projects,
- 4. Challenge Grants
- 5. Sustainability

Once compiled, average scores and resulting rankings are posted on the City's CDBG Program website, and notification of their availability is given to all applicants and subscribers to the City's email distribution list. Average scores and resulting rankings will subsequently be presented to the CPAB for their ratification during the March CPAB meeting.

### X. NEXT STEPS

Following the CPAB March meeting, the CDBG funding recommendations will be incorporated into the FY 2018 Annual Action Plan and the Substantial Amendment to the FY 2015–2019 Consolidated Plan and will be released for a 30-day public review in April 2017. The FY 2018 CDBG allocations, the Annual Action Plan, and the Substantial Amendment will be presented to City Council for review and approval in late April 2017. The Annual Action Plan describes how CDBG resources will be allocated and, in fact, constitutes the application to HUD for receipt of the City's FY 2018 CDBG entitlement. The Plans must be submitted to HUD on or before May 15, 2017.

### **XI.** APPENDICES

Appendix A: FY 2018 Applicant Organization Board Rosters

Appendix B: FY 2018 Applicant Organizations and Project Names

**Appendix C: Performance Indicator Report Cards** 

Appendix D: EDGrants User Guides for Reviewers



For more information please contact:

**City of San Diego** Economic Development Department Community Development Division 1200 Third Avenue, Suite 1400 San Diego, CA 92101 <u>CDBG@sandiego.gov</u>



# Appendix A

FY 2018 APPLICANT ORGANIZATION BOARD ROSTERS

(To be made public on or after March 10, 2017)

# Appendix B

FY 2018 APPLICANT ORGANIZATIONS AND PROJECT NAMES

(To be made public on or after March 10, 2017)

# Appendix C

**PERFORMANCE INDICATOR REPORT CARDS** 







PROGRAMMATIC		
NUMERIC GOALS (MAX DEDUC		
Description	Family Health Centers of San Diego's Goals	
Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals - <b>0</b> points shall be recommended for deducation. If		1600
<i>between 51%-71%</i> of their goals - <b>.50</b> points shall be recommended for deducation. If <i>50% or less</i> of goals are completed - <b>1</b> full point shall be	Served	1365
recommended for deduction.	Recommende	d Deduction
Clients Served	0	
05%	Justification	
0% 20% 40% 60% 80% 100%	Agency completed at le	ast 80% of their goals.
ADMINISTRATIV		
MPR SUBMISSIONS (MAX DEDUC		
Description		46.1.1
	Project Duration	13 Months
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>.50</b> points.	Number of Months w/Late Submissions	0 Months
	Recommende	d Deduction
MPR Submissions	0	
	Justification	
Late MPR Submissions 0%	25% or less of MPRs were submitted late	
RFR SUBMISSIONS (MAX DEDUC	TION50 POINT)	
<b>Description</b> Measures the agency's ability to submit RFR documents on time. If the	Project Duration	13 Months
agency submits <i>26% or more</i> RFRs late, they shall receive a recommended deduction of <b>.50</b> points.	Number of Months w/Late Submissions	3 Months
	Recommende	d Deduction
RFR Submissions	50	
	Justification	
Late RFR Submissions 30%	26% or more RFRs were submitted late	
TOTAL RECOMMENDED D	EDUCTION	









### Acción San Diego Microlending CED FY-2016 Performance Report

### OBJECTIVE

An evaluation of past performance of CDBG-funded agencies will be conducted by HUD Programs Administration staff via Performance Indicators. The approved Scoring Criteria for process contains a section related to a maximum of 3-point deduction based on performance tracked. Evaluation of the Performance Indicators is based on a three-pronged approach -Fiscal, Programmatic and Administrative Performance - with each element being worth 1 point.

#### FISCAL DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOWANCE - .25 & TOTAL DISALLOWANCE - .25) Frequency Of Disallowance (.25) Description **Project Duration** 13 Months Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is **Frequency Of** 0 Months greater than or equal to 50%, the agency shall receive a recommended Disallowances deduction of .25 points. **Recommended Deduction Frequency Of Disallowance** 0 Number Of sallowances Justification ٥% Frequency of disallowances during the course of the project is less than 50% Total Disallowance (.25) Description \$185,555.00 **Budget Awarded** Measures the total balance of disallowances that has accumulated during the duration of the project. If an agency has accumulated a disallowance amount that is greater than or equal to 10% of the the total **Total Disallowances** \$0.00 budget, the agency shall receive a recommended deduction of .25 points **Recommended Deduction Disallowance Balance** 0 Justification Disallowance balance is less than 10% of the total budget. Total Disallowance 0% BALANCE (.50) Description \$185,555.00 **Budget Awarded** Measures the remaining balance of the awarded budget. If the remaining balance is greater than or equal to 10% of the the total budget **Remaining Total** \$0.00 the agency shall receive a recommended deduction of .50 points. **Recommended Deduction Remaining Balance** 0 Justification 0.00% Remaining balance is less than 10% of the total budget. 0% 20% 40% 60% 80% 100%






## San Diego Housing Commission Direct Homeownership Assistance CED FY-2016 Performance Report

#### OBJECTIVE

An evaluation of past performance of CDBG-funded agencies will be conducted by HUD Programs Administration staff via Performance Indicators. The approved Scoring Criteria for process contains a section related to a maximum of 3-point deduction based on performance tracked. Evaluation of the Performance Indicators is based on a three-pronged approach -Fiscal, Programmatic and Administrative Performance - with each element being worth 1 point.

#### FISCAL

DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOWANCE - .25 & TOTAL DISALLOWANCE - .25)









# City Heights CDC Casa Del Sol Rehabilitation NCIP FY-2016 Performance Report

### OBJECTIVE

FISCAL			
DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOW		WANCE25)	
Frequency Of Disallowar	nce (.25)		
<b>Description</b> Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is greater than or equal to 50%, the agency shall receive a recommended deduction of <b>.25</b> points.	Project Duration Frequency Of Disallowances	18 Months 0 Months	
Frequency Of Disallowance	Recommende	d Deduction	
Number Of Disallowances 0%	0 Justification Frequency of disallowances during the course of the project is less than 50%		
Total Disallowance (	(.25)		
Description Measures the total balance of disallowances that has accumulated	Budget Awarded	\$182,268.00	
during the duration of the project. If an agency has accumulated a disallowance amount that is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.25</b> points.	Total Disallowances	\$0.00	
Disallowance Balance	Recommended Deduction		
	0 Justification		
Total Disallowance 0%	Disallowance balance is less than 10% of the total budget.		
BALANCE (.50)			
Description	Budget Awarded	\$182,268.00	
Measures the remaining balance of the awarded budget. If the remaining balance is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.50</b> points.	Remaining Total	\$0.00	
	Recommende	d Deduction	
Remaining Balance	0		
	Justifica	ation	
0.00%	Remaining balance is less tha	n 10% of the total budge	

PROGRAMMATI	C					
NUMERIC GOALS (MAX DEDUCTION - 1 POINT)						
<b>Description</b> Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals, <b>0</b> points shall be recommended for deducation. If	City Heights CDC's Goals	18				
<i>between 51%-71%</i> of their goals, <b>.50</b> points shall be recommended for deducation. If <i>50% or less</i> of goals are completed, <b>1</b> full point shall be recommended for deduction.	Served 18					
	Recommended Deduction					
Clients Served	0					
100%	Justific	ation				
100% 0% 20% 40% 60% 80% 100% 120%	Agency completed at le	ast 80% of their goals.				
ADMINISTRATIV	ADMINISTRATIVE					
MPR SUBMISSIONS (MAX DEDU	CTION -1 POINT)					
Description	Project Duration	19 Months				
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>1</b> point.	Number of Months w/Late Submissions	5 Months				
	Recommende	d Deduction				
MPR Submissions	-1					
	Justific	ation				
Late MPR Submissions 36%	26% or more MPRs w	vere submitted late				
TOTAL RECOMMENDED D	EDUCTION					
-1						

# GRID Alternatives SD Solar Affordable Homes Program Housing Rehabilitation FY-2016 Performance Report OBJECTIVE An evaluation of past performance of CDBG-funded agencies will be conducted by HUD Programs Administration staff via Performance Indicators. The approved Scoring Criteria for process contains a section related to a maximum of 3-point deduction based on performance tracked. Evaluation of the Performance Indicators is based on a three-pronged approach - Fiscal, Programmatic and Administrative Performance - with each element being worth 1 point. FISCAL

DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOW	ANCE25 & TOTAL DISALL	OWANCE25)	
Frequency Of Disallowa	nce (.25)		
Description	Project Duration	18 Months	
Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is <i>greater than or equal to 50%</i> , the agency shall receive a recommended deduction of <b>.25</b> points.	Frequency Of 1 Months Disallowances		
Francisco Of Disellowance	Recommende	ed Deduction	
Frequency Of Disallowance	0		
6%	Justifi	cation	
	Frequency of disallowances during the course of the project is less than 50%		
Total Disallowance	(.25)		
Description Measures the total balance of disallowances that has accumulated	Budget Awarded	\$198,000.00	
during the duration of the project. If an agency has accumulated a disallowance amount that is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.25</b> points.	Total Disallowances	\$2,916.00	
	Recommended Deduction		
Disallowance Balance	0 Justification		
Total Disallowance 1%	Disallowance balance is less than 10% of the total budget.		
BALANCE (.50)	l		
Description	Dudent A suited	#400.000.00	
Measures the remaining balance of the awarded budget. If the remaining balance is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.50</b> points.	Budget Awarded Remaining Total	\$198,000.00 \$13,200.00	
	Recommend	ed Deduction	
Remaining Balance	0		
	Justifi	cation	
6.67%	Remaining balance is less th	an 10% of the total budget.	
0% 20% 40% 60% 80% 100%			

					RAMMATIC		
			NUMER	IC GOALS (M/	AX DEDUC	TION - 1 POINT)	
Description Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals, <b>0</b> points shall be recommended for deducation. If				GRID Alternatives's Goals	60		
<i>between 51%-71%</i> of their goals, <b>.50</b> points shall be recommended for deducation. If <i>50% or less</i> of goals are completed, <b>1</b> full point shall be recommended for deduction.				Served	56		
				Recommende	d Deduction		
Clients Served				0			
					0.204	Justific	ation
			93%	Agency completed at lea	ast 80% of their goals.		
0%	20%	40%	60%	80%	100%		
			MPD CIU				
					AX DEDU	CTION -1 POINT)	
		Descr	ription			Project Duration	19 Months
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>1</b> point.			Number of Months w/Late Submissions	5 Months			
						Recommended Deduction	
	MPR Submissions			-1			
						Justific	ation
Late MPR Submissions 28%				26% or more MPRs w	ere submitted late		
			тс	TAL RECOM	IENDED DI	EDUCTION	
				•	-1		

# La Maestra Family Clinic, Inc. Improvements in Radiology Services NCIP FY-2016 Performance Report

### OBJECTIVE

FISCAL		
DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOW	ANCE25 & TOTAL DISALLO	OWANCE25)
Frequency Of Disallowa	nce (.25)	
<b>Description</b> Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is <i>greater than or equal to 50%</i> , the agency shall receive a recommended deduction of <b>.25</b> points.	Project Duration Frequency Of Disallowances	18 Months 0 Months
Frequency Of Disallowance	Recommende	d Deduction
Number Of Disallowances 0%	0 Justific	
	Frequency of disallowance project is les	
Total Disallowance	(.25)	
<b>Description</b> Measures the total balance of disallowances that has accumulated	Budget Awarded	\$847,963.00
during the duration of the project. If an agency has accumulated a disallowance amount that is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.25</b> points.	Total Disallowances	\$0.00
1	Recommende	d Deduction
Disallowance Balance	0	
Total Disallowance 0%	Justification Disallowance balance is less than 10% of the total budget.	
BALANCE (.50)	•	
<b>Description</b> Measures the remaining balance of the awarded budget. If the	Budget Awarded	\$847,963.00
remaining balance is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.50</b> points.	Remaining Total	\$0.00
	Recommende	d Deduction
Remaining Balance	0	
	Justific	ation
0.00%	Remaining balance is less the	an 10% of the total budget.
0% 20% 40% 60% 80% 100%		

		PF	ROGRAMMATIC				
	NUMERIC GOALS (MAX DEDUCTION - 1 POINT)						
Description Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals, <b>0</b> points shall be recommended for deducation. If <i>between</i> 51%-71% of their goals, <b>.50</b> points shall be recommended for deducation. If 50% or <i>less</i> of goals are completed, <b>1</b> full point shall be recommended for deduction.			La Maestra Family Clinic, Inc.'s Goals	150			
			Served 255				
				Recommende	d Deduction		
Clients Served			0				
				Justific	ation		
0% 50%	% 50% 100% 150%		170% 200%	Agency completed at lea	ast 80% of their goals.		
		A	DMINISTRATIV	E			
	MPRS	SUBMISSION	NS (MAX DEDU	CTION -1 POINT)			
	Description			Project Duration	19 Months		
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>1</b> point.		Number of Months w/Late Submissions	0 Months				
				Recommende	d Deduction		
	MPR Submissior	IS		0			
				Justific	ation		
Late MPR Submissions 0%			25% or less of MPRs v	vere submitted late			
		TOTAL REC	OMMENDED D	EDUCTION			
			0				



Economic Development Department Community Development Division Community Development Block Grant (CDBG) Program

**NOTE:** Performance report cards for the following Fiscal Year 2016 Nonprofit Capital Improvement Projects (NCIP) and Housing Rehabilitation Projects (HR) will be made available after the projects are closed out:

Organization	Project
Boys & Girls Clubs of Greater San Diego	Education & Nutrition Center
San Diego Center for Children	Installation of New Classroom Building & Campus Facility Upgrades
Jacobs & Cushman San Diego Food Bank	Community Resource & Workroom Center



NUMERIC GOALS (MAX DEDUCTION         Description       Image: colspan="2">asures the agency's goal outcome. If the agency completes at <i>least</i> 6 of their goals - 0 points shall be recommended for deducation. If       Image: colspan="2">ween 51%-71% of their goals50 points shall be recommended for         3ucation. If 50% or less of goals are completed - 1 full point shall be ommended for deduction.       Image: colspan="2">Clients Served	Family Health Centers of San Diego, Inc.'s Goals Served Recommended	1302
asures the agency's goal outcome. If the agency completes at <i>least</i> 6 of their goals - <b>0</b> points shall be recommended for deducation. If <i>ween 51%-71%</i> of their goals - <b>.50</b> points shall be recommended for ducation. If <i>50% or less</i> of goals are completed - <b>1</b> full point shall be ommended for deduction.	San Diego, Inc.'s Goals Served Recommended	
ducation. If <i>50% or less</i> of goals are completed - <b>1</b> full point shall be ommended for deduction.	Recommended	1428
Clients Served		
Clients Served		Deduction
	0	
110%	Justifica	tion
	Agency completed at lea	st 80% of their goals.
% 20% 40% 60% 80% 100% 120% ADMINISTRATIVE		
MPR SUBMISSIONS (MAX DEDUCTI		
Description		
asures the agency's ability to submit MPR documents on time. If the	Project Duration	13 Months
ency submits <i>26% or more</i> MPRs late, they shall receive a ommended deduction of <b>.50</b> points.	Number of Months w/Late Submissions	2 Months
	Recommended	Deduction
MPR Submissions	0	
	Justifica	tion
Late MPR Submissions 15%	25% or less of MPRs were submitted late	
RFR SUBMISSIONS (MAX DEDUCTION	ON50 POINT)	
Description asures the agency's ability to submit RFR documents on time. If the	Project Duration	13 Months
ency submits <i>26% or more</i> RFRs late, they shall receive a ommended deduction of <b>.50</b> points.	Number of Months w/Late Submissions	2 Months
	Recommended	Deduction
RFR Submissions	0	
	Justifica	tion
Late RFR Submissions 25%	25% or less of RFRs were submitted late	
TOTAL RECOMMENDED DED	DUCTION	
0		

#### Mama's Kitchen Home Delivered Meals - San Diego PS FY-2015 Performance Report OBJECTIVE An evaluation of past performance of CDBG-funded agencies will be conducted by HUD Programs Administration staff via Performance Indicators. The approved Scoring Criteria for process contains a section related to a maximum of 3-point deduction based on performance tracked. Evaluation of the Performance Indicators is based on a three-pronged approach - Fiscal, Programmatic and Administrative Performance - with each element being worth 1 point. FISCAL DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOWANCE - .25 & TOTAL DISALLOWANCE - .25) Frequency Of Disallowance (.25) Description **Project Duration** 13 Months Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is **Frequency Of** greater than or equal to 50%, the agency shall receive a recommended 1 Months Disallowances deduction of .25 points. **Recommended Deduction Frequency Of Disallowance** 0 Number Of Disallowances Justification Frequency of disallowances during the course of the project is less than 50% Total Disallowance (.25) Description **Budget Awarded** \$100,000.00 Measures the total balance of disallowances that has accumulated during the duration of the project. If an agency has accumulated a disallowance amount that is greater than or equal to 10% of the the total **Total Disallowances** \$3,548.38 budget, the agency shall receive a recommended deduction of .25 points **Recommended Deduction Disallowance Balance** 0 Justification Total Disallowance balance is less than 10% of the total Disallowance 3% budget. BALANCE (.50) Description **Budget Awarded** \$100,000.00 Measures the remaining balance of the awarded budget. If the remaining balance is *greater than or equal to 10*% of the the total budget, **Remaining Total** \$0.00 the agency shall receive a recommended deduction of .50 points. **Recommended Deduction Remaining Balance** 0 Justification 0.00% Remaining balance is less than 10% of the total budget 0% 40% 60% 80% -20% 20% 100%

PROGRAMMATI			
NUMERIC GOALS (MAX DEDUC	TION - 1 POINT)		
Description Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals - <b>0</b> points shall be recommended for deducation. If	Mama's Kitchen's Goals	375	
between 51%-71% of their goals - <b>.50</b> points shall be recommended for deducation. If 50% or less of goals are completed - <b>1</b> full point shall be recommended for deduction.	Served	374	
Clients Served	Recommende	d Deduction	
	0		
	Justific	ation	
0% 20% 40% 60% 80% 100% 120%	Agency completed at lea	ast 80% of their goals.	
	-		
ADMINISTRATIV MPR SUBMISSIONS (MAX DEDUC			
Description			
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>.50</b> points.	Project Duration Number of Months w/Late Submissions	13 Months 4 Months	
·	Recommended Deduction		
MPR Submissions	50		
	Justific	ation	
Late MPR Submissions 31%	26% or more MPRs were submitted late		
RFR SUBMISSIONS (MAX DEDUC	TION50 POINT)		
Description Measures the agency's ability to submit RFR documents on time. If the	Project Duration	13 Months	
agency submits <i>26% or more</i> RFRs late, they shall receive a recommended deduction of <b>.50</b> points.	Number of Months w/Late Submissions	9 Months	
	Recommende	d Deduction	
RFR Submissions	50		
Late RFR Submissions	Justification		
75%	26% or more RFRs were submitted late		
TOTAL RECOMMENDED D	EDUCTION		
-1			

# The Angel's Depot Senior Food For A Week PS FY-2015 Performance Report

#### OBJECTIVE

FISCAL			
DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOW	ANCE25 & TOTAL DISALL	OWANCE25)	
Frequency Of Disallowa	nce (.25)		
Description Measures the total number of disallowances that has occurred during	Project Duration	13 Months	
the duration of the project. If an agency has accumulated a total that is <i>greater than or equal to 50%</i> , the agency shall receive a recommended deduction of <b>.25</b> points.	Frequency Of Disallowances	2 Months	
Frequency Of Disallowance	Recommended Deduction		
Frequency Of Disallowance	C		
	Justification Frequency of disallowances during the course of the project is less than 50%		
Total Disallowance	(.25)		
Description	Budget Awarded	\$100,000.00	
Measures the total balance of disallowances that has accumulated during the duration of the project. If an agency has accumulated a disallowance amount that is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.25</b> points.	Total Disallowances	\$491.14	
	Recommended Deduction		
Disallowance Balance	0		
Total Disallowance 0%	Justification Disallowance balance is less than 10% of the total budget.		
BALANCE (.50)			
Description	Budget Awarded	\$100,000.00	
Measures the remaining balance of the awarded budget. If the remaining balance is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.50</b> points.	Remaining Total	\$3,351.03	
	Recommend	ed Deduction	
Remaining Balance	C	)	
	Justifi	cation	
3.35%	Remaining balance is less th	an 10% of the total budget.	
0% 20% 40% 60% 80% 100%			

PROGRAMM	ATIC	
NUMERIC GOALS (MAX DED	UCTION - 1 POINT)	
Description		
Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals - <b>0</b> points shall be recommended for deducation. If		400
<i>between 51%-71%</i> of their goals - <b>.50</b> points shall be recommended for deducation. If <i>50% or less</i> of goals are completed - <b>1</b> full point shall be recommended for deduction.		435
	Recommende	ed Deduction
Clients Served	C	
	Justific	ation
0% 20% 40% 60% 80% 100% 120°	Agency completed at le	ast 80% of their goals.
ADMINISTRA		
MPR SUBMISSIONS (MAX DEI		
Description	Project Duration	13 Months
Measures the agency's ability to submit MPR documents on time. If th agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>.50</b> points.		3 Months
	Recommende	ed Deduction
MPR Submissions	0	
	Justific	ation
Late MPR Submissions 23%	25% or less of MPRs were submitted late	
RFR SUBMISSIONS (MAX DED	UCTION50 POINT)	
<b>Description</b> Measures the agency's ability to submit RFR documents on time. If th	e Project Duration	13 Months
agency submits <i>26% or more</i> RFRs late, they shall receive a recommended deduction of <b>.50</b> points.	Number of Months w/Late Submissions	3 Months
	Recommende	ed Deduction
RFR Submissions	C	I.
	Justific	ation
Late RFR Submissions 25%	25% or less of RFRs v	vere submitted late
TOTAL RECOMMENDE	D DEDUCTION	
0		

#### ACCESS Microenterprise Development CED FY-2015 Performance Report OBIECTIVE An evaluation of past performance of CDBG-funded agencies will be conducted by HUD Programs Administration staff via Performance Indicators. The approved Scoring Criteria for process contains a section related to a maximum of 3-point deduction based on performance tracked. Evaluation of the Performance Indicators is based on a three-pronged approach -Fiscal, Programmatic and Administrative Performance - with each element being worth 1 point. FISCAL DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOWANCE - .25 & TOTAL DISALLOWANCE - .25) Frequency Of Disallowance (.25) Description **Project Duration** 13 Months Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is **Frequency Of** 0 Months greater than or equal to 50%, the agency shall receive a recommended Disallowances deduction of .25 points. **Recommended Deduction Frequency Of Disallowance** 0 Number Of sallowances Justification ٥% Frequency of disallowances during the course of the project is less than 50% Total Disallowance (.25) Description \$101,167.00 **Budget Awarded** Measures the total balance of disallowances that has accumulated during the duration of the project. If an agency has accumulated a disallowance amount that is greater than or equal to 10% of the the total **Total Disallowances** \$0.00 budget, the agency shall receive a recommended deduction of .25 points **Recommended Deduction Disallowance Balance** 0 Justification Disallowance balance is less than 10% of the total budget. Total Disallowance 0% BALANCE (.50) Description \$101,167.00 **Budget Awarded** Measures the remaining balance of the awarded budget. If the remaining balance is greater than or equal to 10% of the the total budget **Remaining Total** \$5,969.08 the agency shall receive a recommended deduction of .50 points. **Recommended Deduction Remaining Balance** 0 Justification 5.90% Remaining balance is less than 10% of the total budget. 0% 20% 40% 60% 80% 100%





				PR	OGRAMMATIC		
			NUMER			TION - 1 POINT)	
		Desci	ription			Community	
Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals - <b>0</b> points shall be recommended for deducation. If				Community Housingworks's Goals	83		
deducatio	<i>Detween 51%-71%</i> of their goals - <b>.50</b> points shall be recommended for deducation. If <i>50% or less</i> of goals are completed - <b>1</b> full point shall be recommended for deduction.		Served	72			
			<u> </u>			Recommende	d Deduction
Clients Served			0				
						Justific	ation
0%	<b>87%</b> 0% 20% 40% 60% 80% 100%		87% 100%	Agency completed at lea	ast 80% of their goals.		
				AD	MINISTRATIV		
			MPR SUB			- TION50 POINT)	
		Desci	ription				
Maasuras	the accord	ability to sub	•	umonte o	n time. If the	Project Duration	13 Months
agency su	bmits 26% or	<i>more</i> MPRs lion of <b>.50</b> poir	ate, they sha			Number of Months w/Late Submissions	2 Months
						Recommende	d Deduction
MPR Submissions			0				
				à		Justific	ation
	Late MP Submissic 15%		Canada	1		25% or less of MPRs v	vere submitted late
				MISSIONS	(MAX DEDUC	TION50 POINT)	
Measures	the agency's	Desci ability to sub	r <b>iption</b> mit RFR docu	uments on	time. If the	Project Duration	13 Months
0,		<i>more</i> RFRs lation of <b>.50</b> poin		l receive a		Number of Months w/Late Submissions	2 Months
						Recommende	d Deduction
		RFR Sub	missions			0	
						Justification	
Late RFR Submissions 15%				25% or less of RFRs were submitted late			
			то	TAL RECO	MMENDED D	EDUCTION	
					0		



PROGRAMMATIC			
NUMERIC GOALS (MAX DEDUCT			
<b>Description</b> Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals - <b>0</b> points shall be recommended for deducation. If	Horn of Africa's Goals	100	
<i>between</i> 51%-71% of their goals - <b>.50</b> points shall be recommended for deducation. If <i>50% or less</i> of goals are completed - <b>1</b> full point shall be recommended for deduction.	Served	107	
	Recommende	ed Deduction	
Clients Served	0		
107%	Justific Agency completed at le		
0% 20% 40% 60% 80% 100% 120%			
ADMINISTRATIV			
MPR SUBMISSIONS (MAX DEDUC	TION50 POINT)		
Description	Project Duration	13 Months	
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>.50</b> points.	Number of Months w/Late Submissions	0 Months	
-	Recommende	d Deduction	
MPR Submissions	0		
	Justification		
Late MPR Submissions 0%	25% or less of MPRs were submitted late		
RFR SUBMISSIONS (MAX DEDUCT	TION50 POINT)		
<b>Description</b> Measures the agency's ability to submit RFR documents on time. If the	Project Duration	13 Months	
agency submits <i>26% or more</i> RFRs late, they shall receive a recommended deduction of <b>.50</b> points.	Number of Months w/Late Submissions	1 Months	
	Recommende	d Deduction	
RFR Submissions	0		
	Justific	Justification	
Late RFR Submissions 8%	25% or less of RFRs were submitted late		
TOTAL RECOMMENDED DI	DUCTION		
0			







PROGRAMMATIC		
NUMERIC GOALS (MAX DEDUC		
<b>Description</b> Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals - <b>0</b> points shall be recommended for deducation. If	Union of Pan Asian Communities's Goals	125
<i>between 51%-71%</i> of their goals - <b>.50</b> points shall be recommended for deducation. If <i>50% or less</i> of goals are completed - <b>1</b> full point shall be recommended for deduction.	Served	144
	Recommende	d Deduction
Clients Served	0	
0% 20% 40% 60% 80% 100% 120% 140%	Justific Agency completed at le	
MPR SUBMISSIONS (MAX DEDUC Description	TION50 POINT)	
•	Project Duration	13 Months
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>.50</b> points.	Number of Months w/Late Submissions	1 Months
	Recommende	d Deduction
MPR Submissions	0	
	Justification	
Late MPR Submissions 8%	25% or less of MPRs were submitted late	
RFR SUBMISSIONS (MAX DEDUC	TION50 POINT)	
<b>Description</b> Measures the agency's ability to submit RFR documents on time. If the	Project Duration	13 Months
agency submits <i>26% or more</i> RFRs late, they shall receive a recommended deduction of <b>.50</b> points.	Number of Months w/Late Submissions	7 Months
	Recommende	d Deduction
RFR Submissions	50	
Submissions 58%	Justification	
-30/8	26% or more RFRs were submitted late	
TOTAL RECOMMENDED D	EDUCTION	
-0.5		

# Arc of San Diego North Shores Renovations for People with Disabilities NCIP FY-2015 Performance Report

#### OBJECTIVE

FISCAL			
DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOW	ANCE25 & TOTAL DISALL	OWANCE25)	
Frequency Of Disallowa	Frequency Of Disallowance (.25)		
Description	Project Duration	18 Months	
Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is <i>greater than or equal to 50%</i> , the agency shall receive a recommended	Frequency Of Disallowances	1 Months	
deduction of <b>.25</b> points.			
Frequency Of Disallowance	Recommende	ed Deduction	
Number Of Disallowances	0		
6%	Justification		
	Frequency of disallowances during the course of the project is less than 50%		
Total Disallowance	(.25)		
Description Measures the total balance of disallowances that has accumulated	Budget Awarded	\$241,860.00	
during the duration of the project. If an agency has accumulated a disallowance amount that is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.25</b> points.	Total Disallowances	\$11,244.46	
	Recommende	ed Deduction	
Disallowance Balance	C	)	
Total Disallowance 4%	Justification Disallowance balance is less than 10% of the total budget.		
BALANCE (.50)	•		
Description	Budget Awarded	\$241,860.00	
Measures the remaining balance of the awarded budget. If the remaining balance is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.50</b> points.	Remaining Total	\$0.00	
	Recommend	ed Deduction	
Remaining Balance	0		
	Justification		
0.00%	Remaining balance is less th	an 10% of the total budget.	

PROGRAMMATIC			
NUMERIC GOALS (MAX DEDUCTION - 1 POINT)			
<b>Description</b> Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals, <b>0</b> points shall be recommended for deducation. If	Arc of San Diego's Goals 187		s at least Arc of San Diego's Goals 187
<i>between 51%-71%</i> of their goals, <b>.50</b> points shall be recommended for deducation. If <i>50% or less</i> of goals are completed, <b>1</b> full point shall be recommended for deduction.	Served	187	
	Recommende	d Deduction	
Clients Served	0		
100%	Justification		
0% 20% 40% 60% 80% 100% 120%	Agency completed at lea	ast 80% of their goals.	
ADMINISTRATIV			
MPR SUBMISSIONS (MAX DEDU	CTION -1 POINT)		
Description	Project Duration	19 Months	
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>1</b> point.	Number of Months w/Late Submissions	5 Months	
	Recommended Deduction		
MPR Submissions	-1		
	Justification		
Late MPR Submissions 29%	26% or more MPRs were submitted late		
TOTAL RECOMMENDED DEDUCTION			
-1			



PROGRAMMATIC			
NUMERIC GOALS (MAX DEDUCTION - 1 POINT)			
Description Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals, <b>0</b> points shall be recommended for deducation. If	GRID Alternatives's Goals 60		
<i>between</i> 51%-71% of their goals, <b>.50</b> points shall be recommended for deducation. If <i>50% or less</i> of goals are completed, <b>1</b> full point shall be recommended for deduction.	Served	62	
	Recommended Deduction		
Clients Served	0		
103%	Justifica	ation	
0% 20% 40% 60% 80% 100% 120%	Agency completed at lea	st 80% of their goals.	
ADMINISTRATIV	E		
MPR SUBMISSIONS (MAX DEDU	CTION -1 POINT)		
Description	Project Duration	19 Months	
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>1</b> point.	Number of Months w/Late Submissions	4 Months	
	Recommended Deduction		
MPR Submissions	0		
	Justification		
Late MPR Submissions 25%	25% or less of MPRs were submitted late		
TOTAL RECOMMENDED D	EDUCTION		
0			



PROGRAMMATIC			
NUMERIC GOALS (MAX DEDUCTION - 1 POINT)			
Description           Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals, <b>0</b> points shall be recommended for deducation. If	Jacobs Center for Neighborhood Innovation's Goals	1	
<i>between</i> 51%-71% of their goals, <b>.50</b> points shall be recommended for deducation. If 50% or less of goals are completed, <b>1</b> full point shall be recommended for deduction.	Served	1	
	Recommended Deduction		
Clients Served	C	)	
100%	Justific	cation	
0% 20% 40% 60% 80% 100% 120%	Agency completed at le	ast 80% of their goals.	
ADMINISTRATIVE			
MPR SUBMISSIONS (MAX DEDUC	CTION -1 POINT)		
Description	Project Duration	24 Months	
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>1</b> point.	Number of Months w/Late Submissions	14 Months	
	Recommende	ed Deduction	
MPR Submissions Late MPR Submissions ر_58%	-1		
	Justification		
	26% or more MPRs were submitted late		
TOTAL RECOMMENDED DE	DUCTION		
-1			
#### San Diego Center for Children Vital Campus Security Improvements NCIP FY-2015 Performance Report

#### OBJECTIVE

FISCAL		
DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOW	ANCE25 & TOTAL DISALL	DWANCE25)
Frequency Of Disallowa	nce (.25)	
Description	Project Duration	18 Months
Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is <i>greater than or equal to 50%</i> , the agency shall receive a recommended deduction of <b>.25</b> points.	Frequency Of Disallowances	0 Months
Frequency Of Disallowance	Recommende	d Deduction
Number Of Disallowances	0	
0%	Justific	ation
	Frequency of disallowances during the course of the project is less than 50%	
Total Disallowance (	(.25)	
Description Measures the total balance of disallowances that has accumulated	Budget Awarded \$107,500.00	
during the duration of the project. If an agency has accumulated a disallowance amount that is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.25</b> points.	Total Disallowances	\$0.00
	Recommended Deduction	
Disallowance Balance	0	
	Justification	
Total Disallowance 0%	Disallowance balance is lo budį	
BALANCE (.50)		
Description Measures the remaining balance of the awarded budget. If the	Budget Awarded	\$107,500.00
remaining balance is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.50</b> points.	Remaining Total	\$0.00
	Recommende	ed Deduction
Remaining Balance	C	1
	Justific	ation
0.00% 0% 20% 40% 60% 80% 100%	Remaining balance is less th	an 10% of the total budget.

PROGRAMMATIC				
NUMERIC GOALS (MAX DEDUCT	TION - 1 POINT)			
<b>Description</b> Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals, <b>0</b> points shall be recommended for deducation. If	San Diego Center for Children's Goals	1730		
<i>between</i> 51%-71% of their goals, <b>.50</b> points shall be recommended for deducation. If <i>50% or less</i> of goals are completed, <b>1</b> full point shall be recommended for deduction.	Served	1730		
	Recommende	d Deduction		
Clients Served	0			
	Justific	ation		
0% 20% 40% 60% 80% 100% 120%	Agency completed at least 80% of their goals.			
ADMINISTRATIVE				
MPR SUBMISSIONS (MAX DEDUC	CTION -1 POINT)			
Description	Project Duration	19 Months		
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>1</b> point.	Number of Months w/Late Submissions	13 Months		
	Recommended Deduction			
MPR Submissions	-1			
Late MPR Submissions	Justification			
72%	26% or more MPRs w	vere submitted late		
TOTAL RECOMMENDED DI	DUCTION			
-1				

#### San Diego Food Bank Corporation Warehouse Capacity Building NCIP FY-2015 Performance Report

#### OBJECTIVE

FISCAL		
DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOW	ANCE25 & TOTAL DISALLO	DWANCE25)
Frequency Of Disallowa	nce (.25)	
Description Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is greater than or equal to 50%, the agency shall receive a recommended deduction of .25 points.	Project Duration Frequency Of Disallowances	19 Months O Months
·	Recommende	d Deduction
Frequency Of Disallowance	0	
Disallowances 0%	Justific	ation
	Frequency of disallowances during the course of project is less than 50%	
Total Disallowance	(.25)	
Description Measures the total balance of disallowances that has accumulated	Budget Awarded \$1,000,000.00	
during the duration of the project. If an agency has accumulated a disallowance amount that is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.25</b> points.	Total Disallowances	\$0.00
•	Recommended Deduction	
Disallowance Balance	0	
Total Disallowance 0%	Justification Disallowance balance is less than 10% of the total budget.	
BALANCE (.50)	•	
<b>Description</b> Measures the remaining balance of the awarded budget. If the	Budget Awarded	\$1,000,000.00
remaining balance is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.50</b> points.	Remaining Total	\$0.00
<b>_</b> <u>-</u> .	Recommende	ed Deduction
Remaining Balance	0	
	Justific	ation
0.00% 0% 20% 40% 60% 80% 100%	Remaining balance is less th	an 10% of the total budge

PROGRAMMATIC				
NUMERIC GOALS (MAX DEDUC	TION - 1 POINT)			
Description           Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals, <b>0</b> points shall be recommended for deducation. If	San Diego Food Bank Corporation's Goals	342000		
<i>between</i> 51%-71% of their goals, <b>.50</b> points shall be recommended for deducation. If <i>50% or less</i> of goals are completed <b>1</b> full point shall be recommended for deduction.	Served	401555		
	Recommended Deduction			
Clients Served	C	)		
	Justific	cation		
0% 20% 40% 60% 80% 100% 120% 140%	Agency completed at least 80% of their goals.			
ADMINISTRATIVE				
MPR SUBMISSIONS (MAX DEDU	CTION -1 POINT)			
Description	Project Duration	19 Months		
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>1</b> point.	Number of Months w/Late Submissions	8 Months		
	Recommended Deduction			
MPR Submissions	-	1		
	Justific	cation		
Late MPR Submissions 42%	26% or more MPRs v	were submitted late		
TOTAL RECOMMENDED DEDUCTION				
-1				

#### St. Paul's Senior Homes and Services McColl Health Center HVAC & Roof Replacement NCIP FY-2015 Performance Report

#### OBJECTIVE

FISCAL		
DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOW	ANCE25 & TOTAL DISALL	DWANCE25)
Frequency Of Disallowa	nce (.25)	
Description	Project Duration	18 Months
Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is <i>greater than or equal to 50%</i> , the agency shall receive a recommended deduction of <b>.25</b> points.	Frequency Of Disallowances	2 Months
Frequency Of Disallowance	Recommende	ed Deduction
Number Of Disallowances	0	
	Justific	ation
	Frequency of disallowances during the course of project is less than 50%	
Total Disallowance	(.25)	
Description Measures the total balance of disallowances that has accumulated	Budget Awarded \$573,834.00	
during the duration of the project. If an agency has accumulated a disallowance amount that is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.25</b> points.	Total Disallowances	\$2,212.50
	Recommended	
Disallowance Balance	0	
	Justification	
Total Disallowance 0%	Disallowance balance is less than 10% of the total budget.	
BALANCE (.50)	- -	
Description	Budget Awarded	\$573,834.00
Measures the remaining balance of the awarded budget. If the remaining balance is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.50</b> points.	Remaining Total	\$0.00
	Recommende	ed Deduction
Remaining Balance	C	1
	Justification	
0.00% 0% 20% 40% 60% 80% 100%	Remaining balance is less th	an 10% of the total budget.

PROGRAMMATIC				
NUMERIC GOALS (MAX DEDUC	TION - 1 POINT)			
<b>Description</b> Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals, <b>0</b> points shall be recommended for deducation. If	St. Paul's Senior Homes and Services's Goals	91		
<i>between</i> 51%-71% of their goals, <b>.50</b> points shall be recommended for deducation. If 50% or less of goals are completed, <b>1</b> full point shall be recommended for deduction.	Served	91		
	Recommended Deduction			
Clients Served	0			
	Justific	ation		
0% 20% 40% 60% 80% 100% 120%	Agency completed at le	ast 80% of their goals.		
ADMINISTRATIVE				
MPR SUBMISSIONS (MAX DEDU	CTION -1 POINT)			
Description	Project Duration	19 Months		
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>1</b> point.	Number of Months w/Late Submissions	5 Months		
	Recommended Deduction			
MPR Submissions	-1			
	Justific	ation		
Late MPR Submissions 29%	26% or more MPRs v	vere submitted late		
TOTAL RECOMMENDED D	EDUCTION			
-1				



PROGRAMMATIC				
NUMERIC GOALS (MAX DEDUC	TION - 1 POINT)			
<b>Description</b> Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals, <b>0</b> points shall be recommended for deducation. If	SVDP Management, Inc.'s Goals	28		
<i>between 51%-71%</i> of their goals, <b>.50</b> points shall be recommended for deducation. If <i>50% or less</i> of goals are completed, <b>1</b> full point shall be recommended for deduction.	Served	28		
	Recommended Deduction			
Clients Served	0			
100%	Justific	ation		
0% 20% 40% 60% 80% 100% 120%	Agency completed at least 80% of their goals.			
ADMINISTRATIVE				
MPR SUBMISSIONS (MAX DEDU	CTION -1 POINT)			
Description	Project Duration	19 Months		
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>1</b> point.	Number of Months w/Late Submissions	6 Months		
	Recommende	d Deduction		
MPR Submissions	-1			
	Justific	ation		
Late MPR Submissions 33%	26% or more MPRs w	vere submitted late		
TOTAL RECOMMENDED DEDUCTION				
-1				

#### SVDP Management, Inc. Villa Harvey Mandel Rehabilitation Project NCIP FY-2015 Performance Report

#### OBJECTIVE

FISCAL		
DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOW	ANCE25 & TOTAL DISALLO	DWANCE25)
Frequency Of Disallowa	nce (.25)	
<b>Description</b> Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is	Project Duration	18 Months
greater than or equal to 50%, the agency shall receive a recommended deduction of <b>.25</b> points.	Frequency Of Disallowances	0 Months
Frequency Of Disallowance	Recommende	d Deduction
Number Of Disallowances	0	
0%	Justific	ation
	Frequency of disallowances during the course of t project is less than 50%	
Total Disallowance (	(.25)	
Description Measures the total balance of disallowances that has accumulated	Budget Awarded \$171,090.00	
during the duration of the project. If an agency has accumulated a disallowance amount that is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.25</b> points.	Total Disallowances	\$0.00
	Recommende	d Deduction
Disallowance Balance	0	
Total Disallowance 0%	Justification Disallowance balance is less than 10% of the total budget.	
BALANCE (.50)		
Description	Budget Awarded	\$171,090.00
Measures the remaining balance of the awarded budget. If the remaining balance is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.50</b> points.	Remaining Total	\$0.00
	Recommende	ed Deduction
Remaining Balance	0	
	Justific	ation
0.00%	Remaining balance is less th	an 10% of the total budget.
0% 20% 40% 60% 80% 100%		

PROGRAMMATIC				
NUMERIC GOALS (MAX DEDUC	TION - 1 POINT)			
<b>Description</b> Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals, <b>0</b> points shall be recommended for deducation. If	SVDP Management, Inc.'s Goals	89		
<i>between 51%-71%</i> of their goals, <b>.50</b> points shall be recommended for deducation. If <i>50% or less</i> of goals are completed, <b>1</b> full point shall be recommended for deduction.	Served	89		
	Recommended	d Deduction		
Clients Served	0			
100%	Justifica	ation		
0% 20% 40% 60% 80% 100% 120%	Agency completed at lea	ist 80% of their goals.		
ADMINISTRATIVE				
MPR SUBMISSIONS (MAX DEDU	CTION -1 POINT)			
Description	Project Duration	19 Months		
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>1</b> point.	Number of Months w/Late Submissions	5 Months		
	Recommended Deduction			
MPR Submissions	-1			
	Justifica	ation		
Late MPR Submissions 28%	26% or more MPRs w	ere submitted late		
TOTAL RECOMMENDED DEDUCTION				
-1				

#### Urban Corps of San Diego County Urban Corps Facility Improvements NCIP FY-2015 Performance Report

#### OBJECTIVE

FISCAL		
DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOW	ANCE25 & TOTAL DISALLO	DWANCE25)
Frequency Of Disallowa	nce (.25)	
Description	Project Duration	18 Months
Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is <i>greater than or equal to 50%</i> , the agency shall receive a recommended deduction of <b>.25</b> points.	Frequency Of Disallowances	0 Months
Frequency Of Disallowance	Recommende	d Deduction
Number Of Disallowances	0	
0%	Justific	ation
	Frequency of disallowances during the course of th project is less than 50%	
Total Disallowance (	(.25)	
Description Measures the total balance of disallowances that has accumulated	Budget Awarded \$499,851.00	
during the duration of the project. If an agency has accumulated a disallowance amount that is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.25</b> points.	Total Disallowances	\$0.00
	Recommende	d Deduction
Disallowance Balance	0	
	Justification	
Total Disallowance 0%	Disallowance balance is less than 10% of the total budget.	
BALANCE (.50)		
Description Measures the remaining balance of the awarded budget. If the	Budget Awarded	\$499,851.00
remaining balance is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of <b>.50</b> points.	Remaining Total	\$0.00
	Recommende	ed Deduction
Remaining Balance	0	
	Justification	
0.00% 0% 20% 40% 60% 80% 100%	Remaining balance is less th	an 10% of the total budget.

PROGRAMMATIC					
		NUMERIC GOALS	(MAX DEDUCT	TION - 1 POINT)	
Description Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals, <b>0</b> points shall be recommended for deducation. If		Urban Corps of San Diego County's Goals	100		
deducation. l	71% of their goals, <b>.50</b>   f <i>50% or less</i> of goals ar ed for deduction.			Served	139
				Recommended Deduction	
	Clients Served			0	
			12004	Justifica	ation
0%	50%	100%	139% 150%	Agency completed at least 80% of their go	
ADMINISTRATIVE					
		MPR SUBMISSION	IS (MAX DEDUC	CTION -1 POINT)	
	Descr	iption		Project Duration 20 Months	
Measures the agency's ability to submit MPR documents on time. If the agency submits <i>26% or more</i> MPRs late, they shall receive a recommended deduction of <b>1</b> point.			Number of Months w/Late Submissions	5 Months	
				Recommende	d Deduction
MPR Submissions		0			
				Justifica	ation
		Late MPR Submissions 25%		25% or less of MPRs were submitted late	
			DMMENDED DE	DUCTION	
			0		

# Appendix D

**EDGRANTS USER GUIDES FOR REVIEWERS** 



# EDGrants Reviewer Registration

Tutorial



## SAN DIEGO





#### Economic Development Grants Management Systems (ED Grants)

## SAN DIEGO

Economic Development Grants Management System

#### Registration Step 1: Pledge of Confidentiality (CPAB)

▲ Pledge of Confidentiality (CPAB)

Read the **Pledge Of Confidentiality(CPAB)** and if you accept - click on **Agree** button. Note, if you disagree and click on **Disagree** button you will not be able to register and the system will return you to login page.

#### Description

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

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

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

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



Disagree





#### The City of SAN DIEGO

Economic Development Grants Management System

JAN DIEGO		
Registration Step 2: Accept Conflict of Interest	Read <b>Conflict of Interest</b> <b>Statement (CPAB)</b> below and if you accept click on <b>Agree</b> button	Agree Disagree
Conflict Of Interest		
Description Conflict of Interest Statement (CPAB) I have carefully read the Conflict of Interest provisions as described in the FY 2018 RFP Review Panel Handbook and hereby certify the following: 1. I acknowledge that real and apparent conflicts of interest may exist; 2. I will be mindful of the conflict of interest provisions throughout the review process; 3. I will identify instances where conflict(s) of interest may exist and promptly report those to the City of San Diego via email and/or phone call to the Ec	on <b>Disagree</b> but able to registe return you	not accept and click tton you will not be er and system will I to login page.
<ul> <li>and promptly report those to the City of San Diego via email and/or prome can to the City of San Diego via email and/or prome can to the City participating in the review process of the affected applications;</li> <li>For any instances where I identify conflicts of interest through the review process, I will facilitate retrieval of the affected documents by City staff within the city of the affected documents by City staff within the city of the affected documents by City staff within the city of the affected documents by City staff within the city of the affected documents by City staff within the city of the city of the affected documents by City staff within the city of the city of the affected documents by City staff within the city of the city of the affected documents by City staff within the city of the city of</li></ul>		squently recuse mysell nom
		Agree Disagree





SAN DIEGO Economic Development Grants Ma	nagement System	
Reviewer Registration	1. Enter all your profile information. All fields marked with a red asterisk must be populated or you will not be able to continue.	3. Upon entering all required information in both sections – click <b>Save</b> button
Please fill the following fields in order to create you SME profile in the system. Prefix Mr. • *Address 1 12365 Taylorstown Road *City Lovettsville *Phone Number ③ 456-235-5235	*First Name John Address 2 *State VA *Affiliated Institution HUD	*Last Name Smith *Zipcode ① 20180 Country USA *Email jsmith@gmail.com
Conflicting Agencies (1)	eir proposed projects, and their Board of Directors roster and, based on that review, 1 2. ing of FY 2018 CDBG RFP applicant agencies, project nam mail. Read the Conflict of Interest statements and select of f interest, you must select the second statement and pop agencies/projects with which you have a p	nes and the Board of Directors roster provided one of the two statements. If you identify a poulate the text box with the names of the





## SAN DIEGO

#### Economic Development Grants Management System

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



Enter the challenge phrase and click on *Submit* button. If you are having trouble identifying the phrase you can click on the repeat button c to generate a new phrase or you can also click on the audio icon 4 to listen to the phrase.

Please do not click Browser back button while Registering.



Sandiego.gov | Privacy Policy | Disclaimers | Accessibility

2.

Submi





The City of Economic Development Grants Management System Registration Step 6: Confirmation	Upon successfully submitting the challenge phrase - the system will display a Confirmation page. Please take note of your registration number in case you need to followup with this registration. Once the Economic Development department reviews your registration you will receive and email with their decision.	Login
Confirmation Message Your registration request for access to Economic Development Grants Management System has been complete log into the system. For your records , your registration number is # RG-000111 .	d and sent for govemment approval.Once approved, you will be sent another email from s	salesforce.com(technology platform provider) with your Usemame and Password shortly to

Login





<ul> <li>davinder.singh@reisystems.com</li> </ul>	Sandbox: Your new Recipient Portal password	Jan 31, 2017 12:43:46 PM
The City of SAN DIEGO Economic Dev Dear john smith, Welcome to the Recipient Portal! To get started, pla	relopment Grants Manageme ease click on the following link:	il from nat will original sword.
https://dev2-edgrants.cs32.force.com/login?c	=2wjqwHKSLZY%2FSbodF6c70sev4%2FRynMFQ0jTu3	xlRy4b1coQFBKk0jvWpyUVHNH3xyng
Sincerely, City of San Diego Economic Development Department	ther assistance, please send an email to CDBG@sandiego.g te of your User Name. this rally be your email address. on purposes only. Please do not reply. If you are not	
		•





<b>Salesford</b> Change Your Pas	r r	make sure you fol parameters for cro personalized pass
Enter a new password for <b>191584</b> Your password must have at least <ul> <li>10 characters</li> <li>1 letter</li> <li>1 number</li> </ul> <li>* New Password</li>		
	Goo	ę
* Confirm New Password		
	Mate	₽
Change Passwor	d	
Password was last changed on 1/31/2	017 10:43 AM.	

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SAN DIEGO	Economic Development Grants Management System			- <b>*</b>	Community Portal +	0
<						
Q Search	Task Summary by Phase		Task Summary by Due Date			
Search Q	NOFAs 0		Late			0
	Applications 0		Due within 7 Days			0
All 🔻			Due within 30 Days			0
🖺 Tasks 🔨 🔨			Due in more than 30 Days			0
My Tasks						
Pending Tasks Completed Tasks						
Activities						
My Organization/Profile						
Manage Profile	Upon resetting your password the automatically log you into the ED	e sy Gra	istem will international inter			
Reports	Portal where you can select <b>Pen</b> your assigned applications and in	ding	g Tasks to view			
Application Review Score Report		Controllo So				
Recent Items						
Technical Support						
⁰o Useful Links 🔹 🗸						





## **EDGrants SME Review**

Tutorial









	Economic Development Grants Management System	Community Portal -	0
<			
Q Search	Task Summary by Phase	Task Summary by Due Date	
Search Q	NOFAs 0	Late	0
	Applications 0	Due within 7 Days	0
All		Due within 30 Days	0
🖺 Tasks 🔨	From the Home page Select Pending Tasks	Due in more than 30 Days	0
My Tasks	To see your assigned tasks.		
Pending Tasks Completed Tasks			
Activities			
My Organization/Profile			
Manage Profile			
Reports			
Application Review Score Report			
② Recent Items			
AP-755-042			
AP-755-043 AP-755-045			



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owened by REI System

City of SAN DIEC C Q Search Search	ο	Economic Development of		em Under Pending Tasks (Assigned To Me you will find a table listing all applicatio that have been assigned to you for revie	ew. St	o start the review p art icon > located olumn for the applic revie	rocess click on the under the <b>Actions</b> cation you want to
All	Ŧ	Ref. ID	Туре	Subject	Created By	Due Date	Actions
		Challenge Grant Project	Review Application	R-000453	Stephen Maduli-Williams	01/27/2017	
Tasks	~	Non Profit Project	Review Application	R-000454	Stephen Maduli-Williams	01/27/2017	•
My Tasks	^	Sustanability Project	Review Application	R-000456	Stephen Maduli-Williams	01/27/2017	
Pending Tasks		Public Transportation Project	Review Application	R-000457	Stephen Maduli-Williams	01/27/2017	►
Completed Tasks		Application 3 - Non Profit (In	Review Application	R-000458	Stephen Maduli-Williams	01/27/2017	•
Activities	~	App - sustainable	Review Application	R-000459	Stephen Maduli-Williams	01/27/2017	►
		Economic Development Pro	Review Application	R-000460	Stephen Maduli-Williams	01/27/2017	•
My Organization/Profile	^	Application -2 Challenge Grant	Review Application	R-000461	Stephen Maduli-Williams	01/27/2017	▶
Manage Profile		Back to Back Skill Develop	Review Application	R-000462	Stephen Maduli-Williams	01/27/2017	▶
Reports	^	App- Community and econo	Review Application	R-000463	Stephen Maduli-Williams	01/27/2017	
Application Review Score R	eport	Economic Developement Pr	Review Application	R-000464	Stephen Maduli-Williams	01/27/2017	•
② Recent Items	~	Challenge Grant Project	Review Application	R-000465	Stephen Maduli-Williams	01/27/2017	•
Technical Support	~						👯 🕊   Page 1 of 1   🎾 🕅
ତ Useful Links	~	Pending Tasks (Assigned)	d By Me) 🚯				
		Quick Search	Q				
		Ref. ID Type	5	Subject	Assigned To	Due Date	Actions
		No records found					

#### Economic Development Grants Management Systems (ED Grants)



https://doi.0.adaronte.cs22.fores.com/o2ur000000/FDIAAU2tackid\_00Tv00000034EU/FAA4#



menu.

### Economic Development Grants Management Systems (ED Grants)

Upon clicking on the **Edit** button the system will display the Review page in Edit mode. Make sure you review the Application Information, complete all questions under the evaluation criteria – note that all fields marked with a red asterisk are required.

Economic Development Grants Management System		Community Portal - 🤮
<b>#</b>		
External Review Step 3: Early-Stage Development Accelerator		Cancel Save
		Fields marked as * are require
Application Information		
Application ID AP-755.086	Application Title TEst-app 1	
Applicant Organization Name 🚯 Tri Help	NOFA ID (0) AN-755-013	
Requested Amount (1) \$0 RPP Maximum Limit	RFP Minimum Limit \$ 250,000 Maximum Agency Funding Limit	
\$ 1,000,000 Agency Remaining Amount	\$ 950,000	
s-942,900		
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*Organizational Capacity	*Comments	
-Nogenzanona Capacity -None	"Lorments.	
*Business Support Network	*Comments	
*Organizational Financial Strength	"Comments	
None- •		
*Experience Operating Incubator/Accelerator	*Comments	
Submission Information		
Submitted By	Submitted On M/DD/YYYY bitr mm	
		Cancel Save





SAN DIEGO	Economic Development Grants Management System	Community Portal 🗸 🙁
<		
Q Search  Search Q	*Experience Working with Startup Companies	*Comments Delta Org has over 15 years of experience working with startup companies. Please refer to our website
All  Tasks My Tasks	*Organizational Capacity	*Comments Delta Org has depth of resources with experience and can accommodate most projects with no external help
Pending Tasks Completed Tasks	*Business Support Network	*Comments Delta Org business support network extends nationwide with committed sponsors that have secured funding
My Organization/Profile  Manage Profile Reports	*Organizational Financial Strength	*Comments Delta Org financial strength has been rated by an independent thrid party reviewer and has afforded us an A+ rating that
Application Review Score Report          O Recent Items <ul> <li>Technical Support</li> <li>Image: Suppo</li></ul>	*Experience Operating Incubator/Accelerator           15             Once you have completed answering all	Sum Mon Tue       Wed Thu       Fri Sat       10:00         29       30       31       1       2       3       4         5       6       7       8       9       10       11       12:00
⁰o Useful Links 🔹 🗸	▲ Submission Information ①	12       13       14       15       16       17       18       13:00         19       20       21       22       23       24       25       14:00         26       27       28       1       2       3       4       15:00
	later.	02/07/2017 10:27 AM





The City of SAN DIEGO	Economic Development Grants Management System	🤝 Community Portal -
<		
Q Search	External Review Step 3: Early-Stage Development Accelerator	Edit Submit
Search Q		1
All	Application Information	Upon saving, the system will make the
🖹 Tasks 🔥	Application ID AP-755-086	Application Title TEst-app 1 Submit button available for you. Note that the system will not let you save if you do not enter all required data as
My Tasks ^ Pending Tasks	Applicant Organization Name 🛈 Tri Help	NOFA ID (1)indicated by the red asterisks. ONLYAN-755-013CLICK on the Submit Button when you
Completed Tasks	Requested Amount (1) \$0	RFP Minimum Limit \$250,000 are ready to <b>Submit</b> your scores to the City. Once you <b>Submit</b> , you CANNOT
My Organization/Profile	RFP Maximum Limit \$1,000,000	Maximum Agency Funding Limit \$950,000
Manage Profile Reports	Agency Remaining Amount \$-942,900	Overall Total 30
Application Review Score Report	▲ Evaluation Criteria	
② Recent Items	Functions Wedden with Status Companies	Community
🗘 Technical Support 🛛 🗸	Experience Working with Startup Companies 5	Comments Delta Org has over 15 years of experience working with startup companies. Please refer to our website
ବ୍ତ Useful Links 🔹 🗸	Organizational Capacity 3	Comments Delta Org has depth of resources with experience and can accommodate most projects with no external help
	Business Support Network 5	Comments Delta Org business support network extends nationwide with committed sponsors that have secured funding
	Organizational Financial Strength 2	Comments Delta Org financial strength has been rated by an independent thrid party reviewer and has afforded us an A- ating that



## Economic Development Grants Management Systems (ED Grants)

Economic Development Grants Management Sys	dev2-edgrants.cs32.force.com says:	×	🔅	Community Portal -	
<b>#</b>	Are you sure to submit the Review Form?				
External Review Step 3: Early-Stage Development Accelerator	ок	Cancel		Edit	it 📃 🗮
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Agency Remaining Amount \$-942,900		Overall Total 30			
▲ Evaluation Criteria					
Experience Working with Startup Companies 5		Comments Delta Org has over 15 years	of experience working with startup companies. Plea	ase refer to our website	
Organizational Capacity 3		Comments Delta Org has depth of resou	urces with experience and can accommodate most	projects with no external l	help
Business Support Network 5		Comments Delta Org business support r	network extends nationwide with committed sponso	rs that have secured fund	ding
Organizational Financial Strength 2		Comments Delta Org financial strength h ating that	nas been rated by an independent thrid party review	ver and has afforded us a	ın A+ r

Experience Operating Incubator/Accelerator



Comments



The City of SAN DIEG	0	Economic Development Grants Management System	Reminder: If your left navigatio collapsed click on the <	
•	<b>^</b>	External Review Step 3: Early-Stage Development Accelerator	again.	
All	T	Application mornation	ng form is submitted, the isplay the review page in	
My Tasks Pending Tasks Completed Tasks	<b>^</b>	Application ID AP-755-086 Read Only ma application for Tasks on the	ode. To select the next or scoring, click on Pending left navigation menu to <b>Pending tasks (Assigned to</b>	Application Title TEst -app 1 NOFA ID (1) AN-755-013 RFP Minimum Limit \$250,000 Maximum Agency Funding Limit \$950,000
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O Recent Items	~	▲ Evaluation Criteria		
Technical Support	~	Experience Working with Startup Companies 5		Comments Delta Org has over 15 years of experience working with startup companies. Please refer to our website
So Useful Links	~	Organizational Capacity 3		Comments Delta Org has depth of resources with experience and can accommodate most projects with no external help
		Business Support Network 5		Comments Delta Org business support network extends nationwide with committed sponsors that have secured funding





The City of	GO	Economic Development	t Grants Management System				Community Portal -	2
<		<b>*</b>						
Q Search	^	▲ Pending Tasks (Assign)	ed To Me) 🗓					≡
Search	Q	Quick Search	Q					
All	•	Ref. ID	Туре	Subject	Created By	Due Date	Actions	
		Challenge Grant Project	Review Application	R-000453	Stephen Maduli-Williams	01/27/2017	•	
📰 Tasks	~	Non Profit Project	Review Application	R-000454	Stephen Maduli-Williams	01/27/2017	•	
My Tasks	~	Sustanability Project	Review Application	R-000456	Stephen Maduli-Williams	01/27/2017	•	
Pending Tasks				R-000457	Stephen Maduli-Williams	01/27/2017	•	
Completed Tasks			ary report for all the	R-000458	Stephen Maduli-Williams	01/27/2017	•	
			have reviewed, you can	R-000459	Stephen Maduli-Williams	01/27/2017	•	
Activities	^		Application Review	R-000460	Stephen Maduli-Williams	01/27/2017	•	
My Organization/Profile	^		t before finalizing and	R-000461	Stephen Maduli-Williams	01/27/2017	►	
Manage Profile			scores to the City.	R-000462	Stephen Maduli-Williams	01/27/2017	•	
Reports	~	Ap		R-000463	Stephen Maduli-Williams	01/27/2017	►	
Application Review Score	Report	Economic Developement Pr.	Review Application	R-000464	Stephen Maduli-Williams	01/27/2017	•	
		Challenge Grant Project	Review Application	R-000465	Stephen Maduli-Williams	01/27/2017	•	
<ul> <li>Recent Items</li> </ul>	~	App-NIr	Review Application	Early-Stage Development Accelerator: R-000645	Michele Marano	02/11/2017	•	
Technical Support	- 🗸						Page 1 of 1	
o Useful Links	~							
		A Pending Tasks (Assign	ad Du Ma)					_

▲ Pending Tasks (Assigned By Me) ①





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

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

In this example we have two NOFAs. The first NOFA (Early-Stage..) Has two applications for RFP type (Early-Stage..) The second NOFA (FY 2018 CDBG..) has two RFP types each with one application.

ort Generation Status:	Complete					
port Options: mmarize information by: DFA Name	Show V My reviews	Time Frame Date Field Review Due Date	•	Range Custom From To	•	
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## This completes the SME Review Tutorial















SD) Economic Development	
Accelerate a Cohort: The Accelerate Leadership Certificate Program	
Cohort Training Model	
• Once a Month – Two Day Format – 6 Months • Ten (10) nonprofit organizations	
Training Topics	
<ul> <li>Best practices in governance</li> <li>Financial management</li> <li>Grant writing</li> <li>Program Evaluation</li> <li>Change Management</li> </ul>	
Additional Benefits	
<ul> <li>Core Capacity Assessment Tool (CCAT) Evaluation</li> <li>Ongoing consultation and support / Pro Bono consulting projects</li> <li>Additional capacity building grant funding may be available if certain thresholds are met</li> </ul>	
sandio	ego.gov





