



## CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MEETING AGENDA

**WEDNESDAY, OCTOBER 11, 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: September 13, 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 Item:**
  - a. **Fiscal Year (FY) 2019 Scoring Criteria Revisions and Recommendations**

The CPAB will be asked to approve the proposed revisions to the Scoring Criteria for FY 2019 Request for Proposal responses.
7. **Discussion Items:**
  - a. **Summary of Nonprofit Academy**

Laura Deitrick, Associate Director of the Nonprofit Institute at USD, will provide an update on the most recent Nonprofit Academy
  - b. **Small Business Revolving Loan Fund, Business Assistance Fund & Business Accelerator**

James Davies, Community Development Coordinator in the Community Development Division, will provide an update on the programs

**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.

## 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 <http://www.sandiego.gov/cdbg/cpab/index.shtml> for latest information, locations, and special meetings.*

- Wednesday, November 08, 2017, at 9:00 a.m.
- Wednesday, December 13, 2017, at 9:00 a.m.

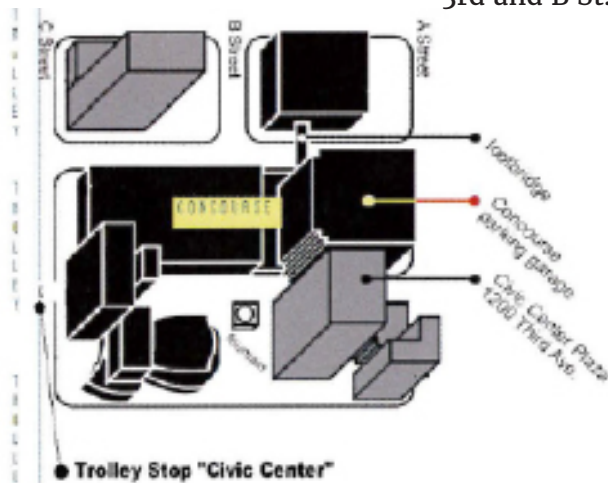
202 C Street MS57C, San Diego Ca. 92101 I 619-236-7029 I 619-236-7016

**Driving Directions to the San Diego Concourse**

<p><b>South on Interstate 5</b></p> <ul style="list-style-type: none"> <li>-5 South to Front St./Civic Center off ramp</li> <li>-Take left fork on off ramp to 2nd Ave.</li> <li>-Turn right onto 2nd Ave.</li> <li>-Travel 3 blocks to where 2nd Ave. intersects A St.</li> <li>-Enter Concourse Parkade structure</li> </ul>		<p><b>South on Interstate 15</b></p> <ul style="list-style-type: none"> <li>-15 South to 163 South</li> <li>-163 becomes 10th Ave.</li> <li>-Right on B St.</li> <li>-Right on 3rd Ave.</li> <li>-Concourse Parkade entrance is the first driveway on left</li> </ul>
<p><b>North on Interstate 5</b></p> <ul style="list-style-type: none"> <li>-5 North to 6th Ave. off ramp</li> <li>-Turn left onto 6th Ave.</li> <li>-Turn right onto Ash St.</li> <li>-Turn left on 2nd Ave., travel one block to where 2nd Ave. intersects A St.</li> <li>-Enter Concourse Parkade structure</li> </ul>		<p><b>West on 94 Freeway</b></p> <ul style="list-style-type: none"> <li>-94 West into Downtown</li> <li>-94 becomes F St.</li> <li>-Right on 5th Ave.</li> <li>-Left on B St.</li> <li>-Right on 3rd Ave.</li> <li>-Concourse Parkade entrance is the first driveway on left</li> </ul>

**Parking**

Concourse Parking Entrances: 1st and B St.  
2nd and A St.  
3rd and B St.



**Trolley Line**

Trolley stop "Civic Center" is located on 2nd and C St.



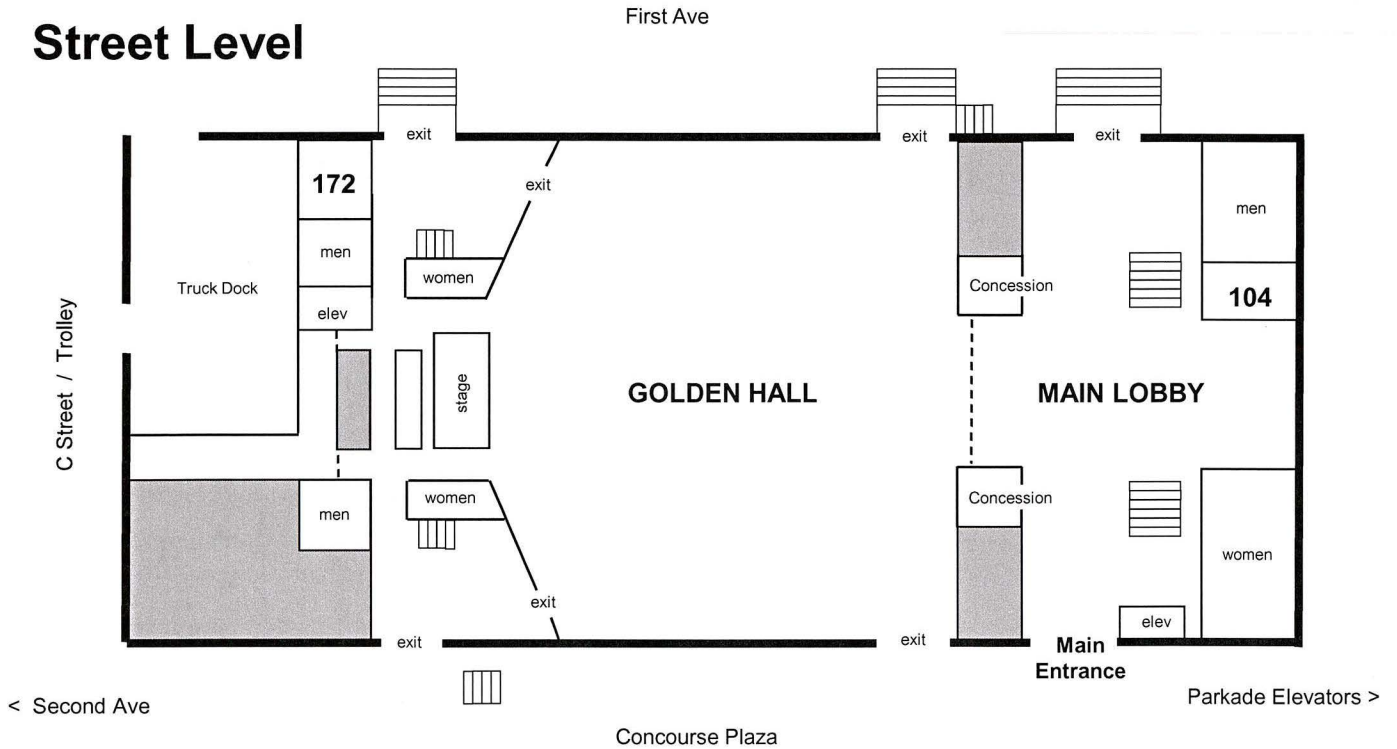
**Nearby Hotels**

- 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

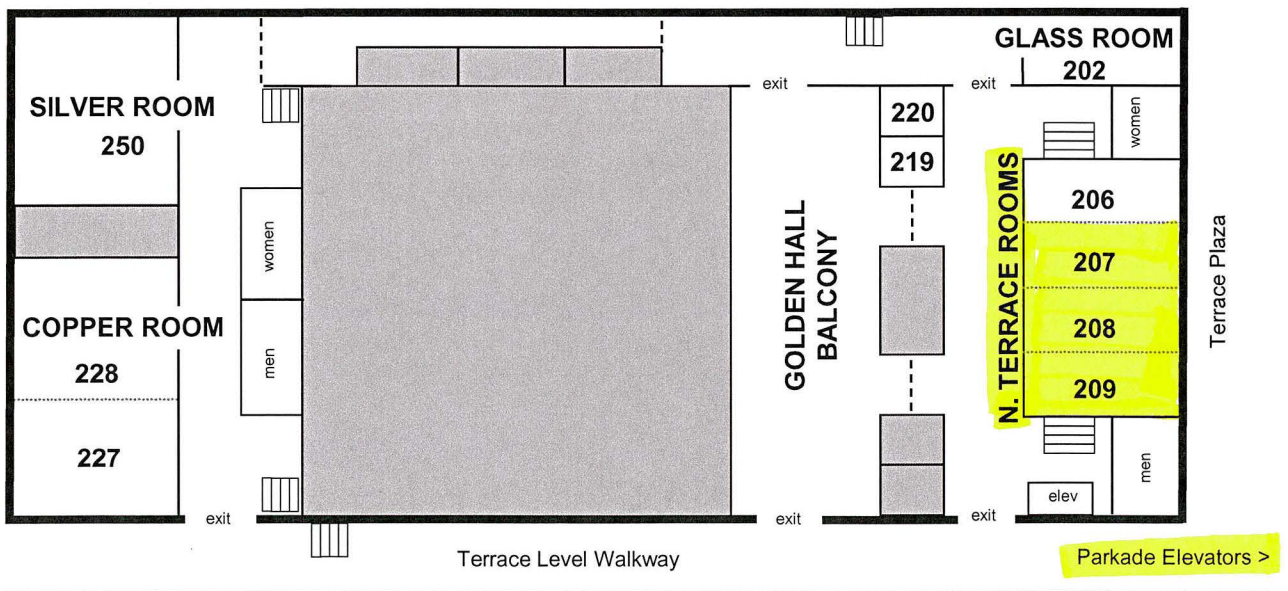
# SAN DIEGO CONCOURSE

202 C Street MS57C, San Diego Ca. 92101 / 619-615-4100 / Fax 619-236-5994

## Street Level



## Second Level





**CONSOLIDATED PLAN ADVISORY BOARD (CPAB)  
MINUTES**

WEDNESDAY, SEPTEMBER 13, 2017

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

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
<ul style="list-style-type: none"> <li>• Joe LaCava, Council District 1</li> <li>• Sara Berns, Council District 2 (late)</li> <li>• Ken Malbrough, Council District 4</li> <li>• Gary Wong, Council District 6</li> <li>• Richard Thesing, Council District 7</li> <li>• Claudia Dunaway, Council District 8</li> <li>• Peter Dennehy, Council District 9</li> </ul>	<ul style="list-style-type: none"> <li>• Vicki Granowitz, Council District 3</li> <li>• VACANT, Council District 5</li> </ul>

<b>STAFF PRESENT</b>	<b>ATTENDANCE SHEET</b>
<ul style="list-style-type: none"> <li>• Michele Marano, Community Development Coordinator</li> <li>• Krissy Maier, Community Development Coordinator</li> <li>• Leo Alarcon, Community Development Specialist</li> <li>• Ulysses Panganiban, Community Development Specialist</li> <li>• Alicia Martinez-Higgs, Community Development Specialist</li> <li>• Lydia Goularte, Community Development Project Manager</li> <li>• Mike Nguyen, Community Development Project Manager</li> </ul>	<p>5 people signed the attendance sheet</p>

**Call to Order**

Mr. Ken Malbrough called the meeting to order at 9:03 a.m. with six board members present. Quorum was achieved at the same time.

**Approval of Minutes**

Mr. Ken Malbrough called for a motion to approve the August 8, 2017 meeting minutes. Mr. Richard Thesing moved to approve the minutes. The motion was seconded by Mr. Joe LaCava. The minutes were then approved 6-0.

## Board Announcements

- There were no board announcements.

## Staff Announcements

- Ms. Michele Marano stated that there was an upcoming Request for Qualifications (RFQ) workshop, which will be held on September 27<sup>th</sup> at the Malcolm X Branch Library. All nonprofit organizations interested in applying for funds for Fiscal Year 2019 are encouraged to attend, as staff will be going over some of the requirements for the Request for Qualifications. Information was sent out to the CDBG interest list, which includes over 600 interested parties and staff has also asked the University of San Diego and City Council offices to publicize the workshop.
- Ms. Marano mentioned the Nonprofit Academy that was held on August 22<sup>nd</sup> and 23<sup>rd</sup> at the University of San Diego and thanked Mr. Richard Thesing, Ms. Claudia Dunaway, Ms. Sara Berns and Ms. Vicki Granowitz for participating in the panel discussion, which was very well received. There were 152 participants in this session of the Nonprofit Academy, representing 118 nonprofit organizations. Of these organizations, 81 percent were new to the Nonprofit Academy.
- Ms. Marano stated that staff is continuing to work with the Mayor's Office to fill the vacancies on the CPAB.
- Ms. Marano noted that the execution process for the Fiscal Year 2018 subrecipient agreements has not been completed. 23 are pending approval with the City Attorney's office and should be approved this week. Ms. Marano also mentioned Performance Indicators related to the timeliness of MPR/RFR submittals and confirmed the months of August and September will not be included in the FY 2018 performance calculation.
- Ms. Marano stated that staff completed a CDBG training at the end of August, which included an exit exam. The instructors of the class informed us that the City of San Diego group had the highest score on the exam of any class to take the training.

## Non-Agenda Public Comment

- There were no non-agenda public comments.

## Agenda Item(s)

### Discussion Item 6a:

### ***Draft Fiscal Year 2017 Consolidated Annual Performance and Evaluation Report (CAPER): Staff Report***

Mr. Leo Alarcon, Mr. Mike Nguyen, Ms. Alicia Martinez-Higgs and Ms. Lydia Goularte gave a brief presentation on the activities and accomplishments to be reported in the Fiscal Year 2017 CAPER. *Please see attached presentation for more information.*

Action Item 7a:

***Revised Citizen & Community Participation Plan (CPP)***

Ms. Marano presented the final updates and revisions to the CPP. The CPAB voted to recommend forwarding the item to the City Council for approval. Mr. Joe LaCava moved, followed by a second from Ms. Sara Berns. The motion passed unanimously (7-0). *Please see attached handout for more information.*

Adjournment

- Meeting adjourned at 9:45 a.m.



**CONSOLIDATED PLAN ADVISORY BOARD  
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM  
Category: COMMUNITY & ECONOMIC DEVELOPMENT**



Total current pts: 98

Category	Criteria	Reviewer Score	Maximum Score
<b>1. Project Characteristics</b> <u>(30 pts)</u>	<b>a.</b> Project Summary: Description of project includes all of the following items:		
	i. Activities and/or services to be provided;		5
	i. Characteristics of Population(s) to be served; and		5
	ii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s).		5
	<b>b.</b> New service or expansion: Applicant defines the expected results of the proposed project		5
	<b>c.</b> Project Goals: Applicant identifies the goal(s) of the project and describes how these goals will be met.		5
<b>2. Project Specifics</b> <u>(18 pts)</u>	<b>d.</b> Project results: Applicant identifies the results of the project: i. <del>Number of unduplicated City of San Diego individuals or households to be assisted;</del> <b>OR</b> ii. Number of unduplicated City of San Diego businesses to be assisted.		5
	<b>a.</b> Applicant provides a listing of the services to be provided and a clear description of each of these services which includes, as applicable, the following details:		
	i. The quantity and duration of each of these services;		3
	ii. The method of delivery <del>Details regarding whether each of these services will be provided on an individual basis and/or group settings which should include whether these services will be provided on an individual basis and/or group settings;</del> and		5
	iii. <del>An Explain explanation and justify justification for</del> the total amount of CDBG funds requested in relation to the services provided and any fees charged.		5
<b>iii.b. Project Schedule:</b> Applicant <del>has clearly</del> described how the project will be completed within the required 12-month timeline, <del>including project close out and final reporting with appropriate milestones and estimated expenditures.</del>		5	

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**CONSOLIDATED PLAN ADVISORY BOARD  
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM  
Category: COMMUNITY & ECONOMIC DEVELOPMENT**



<b>3. Project Benefits (16 pts)</b>	<b>Community &amp; Economic Development</b>		
	<p>a. Applicant <del>clearly</del> describes how the project will provide services to high need populations and provides the sources used for this determination. CED projects must be considered a Low and Moderate Income limited Clientele Activity (LMC) by serving one of the following populations:</p> <ul style="list-style-type: none"> <li>i. Presumed Low Income Clientele as defined by HUD* or</li> <li>ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income.</li> </ul> <p style="text-align: center;"><del>OR</del></p> <p>b. <del>Low to Moderate Income Housing (LMH): Units occupied by Low and Moderate Income persons.</del></p>		912
	<b>b. Homeless Outreach: Applicant describes how the project will provide services to homeless individuals.</b>		2
	<p><del>c.</del> <b>c. Geographic Targeting location:</b> Applicant's main office(s) is located in at least one of the Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, <del>or Promise Zone</del>*.</p>		1
	<p><b>d. Geographic Targeting services:</b> Applicant has presented service delivery to clients <del>located at or near residing in</del> or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights <del>or Promise Zone</del>*.</p>		3
<b>4. Organization Capacity (12 pts)</b>	<p><b>a. Organization Project Experience:</b> Applicant <del>clearly</del> describes their experience in successfully implementing projects of similar scope and of comparable complexity.</p>		5
	<p><b>b. Organization Experience w/ LMI clients:</b> Applicant has experience in providing services to low and moderate income individuals or presumed low and moderate income CDBG beneficiaries</p>		53
	<p><b>c. Collaboration:</b> Applicant <del>states describes</del> collaboration with similar organizations, demonstration of peer to peer networks, and/or partner agencies for referral purposes.</p>		34
<b>5. Project Budget (18 pts)</b>	<p><b>a. Sustainability:</b> Applicant identifies alternative future sources of funding to support the proposed project and demonstrates that the project will not rely on CDBG funds for program sustainability.</p>		5

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**CONSOLIDATED PLAN ADVISORY BOARD  
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM  
Category: COMMUNITY & ECONOMIC DEVELOPMENT**



	<b>b. Total Project Budget:</b> Budget for project clearly identifies all sources of funding for the total project costs.		5
	<b>c. Proposed uses of Project funds:</b> Budget <del>clearly</del> details uses of funds (City of San Diego CDBG funds and on-City of San Diego CDBG funds) by eligible budget line items		3
	<b>d. Leverage:</b> Budget <del>clearly</del> lists all other funding sources secured for project, submits documentation for each source listed, and percent of funds leveraged (calculated by: other secured funding/total project costs) is:  0% – 5% (0 points)      41% – 60% (3 points) 6% – 20% (1 points)    61% – 80% (4 points) 21% – 40% (2 points)   81% – 100% (5 points)	(CDD score)	5
<b>6. Project Eligibility &amp; Performance Indicators</b>	<del>a. Project Scope &amp; Schedule</del> <b>Project Eligibility</b> i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements	(CDD score)	1
	ii. The Scope of Work and Budget demonstrates compliance with National Objectives and other HUD and City requirements	(CDD score)	1
	<b>b. City of San Diego Track Record:</b> Rating based on past performance of applicant agency on projects previously funded by the City of San Diego under the CDBG programs <i>-These are subtractive points from maximum 100 point score, designed by documented performance level:</i> <ul style="list-style-type: none"> <li>• <b>No deficiencies (0)</b></li> <li>• Minor deficiencies (-1)</li> <li>• Moderate deficiencies (-2)</li> <li>• Significant deficiencies (-3)</li> </ul> <b>Performance Indicator data collected from FY 2015-<del>FY 2016-2017</del> for FY 2018-2019 evaluations; application stated leveraged funding will be evaluated for FY 2020 application cycle</b>	(CDD score)	-3

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**CONSOLIDATED PLAN ADVISORY BOARD  
FISCAL YEAR 2018-2019 CDBG APPLICATION EVALUATION FORM  
Category: NONPROFIT CIP & HOUSING REHABILITATION**

**Overall Score:**  
100

Category	Criteria	Reviewer Score	Maximum Score
<b>1. Project Characteristics (30 pts)</b>	a. <del>Project Summary: Applicant provides a clear</del> <u>Description of project summary which includes all of the following items:</u>		
	i. <del>Brief description of the project including resulting activities</del> <u>Activities</u> and/or services to be provided; <u>and</u>		5
	ii. Characteristics of Population(s) to be served; and		5
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s).		5
	b. <del>New service or expansion: Applicant clearly explains</del> <u>defines the expected results of the</u> proposed project will result in a <u>new facility, expansion</u> of an existing facility, or <u>improvements</u> to an existing facility or housing:		5
	i. Number and type of major improvements to facility; or		
	ii. Housing stabilization improvements.		
c. <del>Project Goals: Applicant clearly</del> identifies the goal(s) of the project and describes how these goals will be met.		5	
d. <del>Project Results: Applicant clearly identifies the results of the project; lists either:</del>		5	
i. Number of unduplicated City of San Diego individuals <del>or households</del> to be assisted; or			
ii. Number of unduplicated City of San Diego <del>businesses</del> <u>households</u> to be assisted.			
<b>2. Project Specifics (23 pts)</b>	a. <del>Applicant clearly describes</del> <b>Contract Execution Readiness:</b> Extent to which <del>a</del> <u>the proposed</u> project is ready to proceed by <del>the following detailing details</del> <u>that</u> :		
	i. Total amount of CDBG funds requested is justified by accurate cost estimations; <i>-If the facility has received CDBG funds for improvements/expansions in the past, applicant must explain the outcome and justification for the request of additional CDBG funds.</i>		4

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**CONSOLIDATED PLAN ADVISORY BOARD**  
**FISCAL YEAR 2018-2019 CDBG APPLICATION EVALUATION FORM**  
**Category: NONPROFIT CIP & HOUSING REHABILITATION**

<p><del>ii.</del> <b>The level of Environmental Review (City, State and Federal) needed has been identified and planned for, as demonstrated by CDD Programs staff verification; and</b></p>	<p><i>CDD score</i></p>	<p><u>2</u></p>
<p><del>b.</del> <b>ii. Clearly describe</b> Describes and shows all applicable permits have been identified, planned for, and/or secured. If permits not needed, applicant <b>clearly describes provides documentation for</b> basis of that determination.</p>		<p>2</p>
<p><del>iii.</del> <b>City Permit Application Completed and/or Architectural plans</b></p>		<p><u>5</u></p>
<p><del>i.</del> <b>b. Project Schedule:</b> Applicant <del>has clearly</del> described how the project will be completed and funds expended within the required 24-month timeline specifying key milestones:</p> <ul style="list-style-type: none"> <li>a. Permitting and design completion</li> <li>b. Project will be released for bid</li> <li>c. Construction contract awarded</li> <li>d. Anticipated Construction Timeline</li> <li>e. 100% expenditure level</li> <li>f. Project completion, beneficiaries reported (National Objective met), and close out report approved by <del>HUD-CDD</del> Programs staff</li> </ul>		<p>12</p>

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**CONSOLIDATED PLAN ADVISORY BOARD**  
**FISCAL YEAR 2018-2019 CDBG APPLICATION EVALUATION FORM**  
**Category: NONPROFIT CIP & HOUSING REHABILITATION**

<b>3. Project Benefits</b> <b>(13 pts)</b>	<p>(Applicant should either answer <del>a, d, and e, b, d, and e, or c, d, and e, b, or c; and d, e, and f.</del>)</p> <p><b>a.</b> Applicant clearly describes how the project will provide services to high need populations and provides the references used for this determination. Public Projects must be considered a Low and Moderate Income Limited Clientele Activity (LMC) by serving one of the following populations:</p> <ul style="list-style-type: none"> <li>i. Presumed Benefit low income clientele as defined by HUD*; or</li> <li>ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p><b>b.</b> Low and Moderate Income Housing (LMH): Units occupied by low and moderate income persons.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>c.</b> Low and Moderate Income Area Benefit (LMA): Facility or improvements will provide activities that are available to benefit all the resident of an area which is primarily residential <b>and</b> that has a service area that qualifies with a majority of HUD eligible census block groups*.</p>	<b>9</b>
	<p><b>d. Homeless Services: Applicant describes how the project will provide services to homeless individuals.</b></p>	<b>2</b>
	<p><del>d.e.</del> Geographic Targeting: Proposed facility or housing improvements are located in at least one of the Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, <u>or Promise Zone</u>*.</p>	<b>1</b>
	<p><del>e.f.</del> Geographic Targeting: Applicant has presented clear service delivery to clients <del>located at or near</del> <u>residing in</u> one of more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, <u>or Promise Zone</u>*.</p>	<b>3</b>
<b>4. Organizational Capacity</b> <b>(12 pts)</b>	<p><b>a. Organization Project Experience:</b> Applicant describes their experience in successfully implementing projects of similar scope and of comparable complexity.</p>	<b>5</b>

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**FISCAL YEAR 2018-2019 CDBG APPLICATION EVALUATION FORM**  
**Category: NONPROFIT CIP & HOUSING REHABILITATION**

	<b>b. Organization Experience w/ LMI clients:</b> Applicant has experience in providing services to low and moderate income residents or presumed low and moderate income CDBG beneficiaries.		3
	<b>c. Collaboration:</b> Applicant describes collaboration with similar organizations, peer to peer networks, and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients.		4
<b>5. Project Budget (18 pts)</b>	<b>a.</b> Applicant identifies alternative future sources of funding to support the proposed project and demonstrates that the project will not rely on CDBG funds for program sustainability.		5
	<b>b.</b> Budget for project identifies all sources of funding for the total project costs.		5
	<b>c.</b> Budget details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.		3
	<b>d.</b> Budget <u>clearly</u> lists all other funding sources secured for project, submits documentation for each source listed, and percent of funds leveraged (calculated by: other secured funding/total project costs) is:  0% – 5% (0 points)      41% – 60% (3 points) 6% – 20% (1 points)    61% – 80% (4 points) 21% – 40% (2 points)    81% – 100% (5 points)	<i>CDD score</i>	5
<b>6. Project Eligibility &amp; Performance Indicators</b>	<b>b. a. Project Scope &amp; Schedule Eligibility</b>		
	i. The Scope of Work and Budget, in its entirety, demonstrates compliance CDBG eligibility requirements	<i>CDD score</i>	1
	ii. The eligible Scope of Work and Budget demonstrates compliance with meeting National Objectives and other HUD requirements; and	<i>CDD score</i>	1
	iii. <u>The level of Environmental Review (City, State and Federal) needed has been identified and planned for, as demonstrated by CDD Programs staff verification; and</u>	<i>CDD score</i>	2
	<b>b.</b> City of San Diego Track Record: Rating based on past performance of applicant agency on projects previously funded by the City of San Diego under the CDBG programs*. <i>These are subtractive points from maximum 100 point score, designed by documented performance levels:</i>  <ul style="list-style-type: none"> <li>• <u>No deficiencies (0)</u></li> <li>• Minor deficiencies (-1)</li> <li>• Moderate deficiencies (-2)</li> <li>• Significant deficiencies (-3)</li> </ul>		-3

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CONSOLIDATED PLAN ADVISORY BOARD  
FISCAL YEAR ~~2018-2019~~ CDBG APPLICATION EVALUATION FORM  
Category: NONPROFIT CIP & HOUSING REHABILITATION

Performance Indicator data collected from FY 2015/-FY <del>2016-2017</del> for FY <del>2018-2019</del> evaluations; <u>application stated leveraged funding will be evaluated for FY 2020 application cycle</u>		
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**CONSOLIDATED PLAN ADVISORY BOARD  
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM  
Category: PUBLIC SERVICES**

**Overall  
Score:**

Category	Criteria	Reviewer Score	Maximum Score
<b>1. Project Characteristics (30 points)</b>	<b>a. Project Summary:</b> Description of project includes all of the following items		
	i. Activities and/or services to be provided; and		5
	ii. Characteristics of Population(s) to be served; and		5
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s)		5
	<b>b. New service or expansion:</b> Applicant defines the expected results of the proposed projects		5
	<b>c. Project Goals:</b> Applicant identifies the goal(s) of the project and describes how these goals will be met.		5
	<b>d. Project Results:</b> Applicant lists the number of unduplicated COSD individuals and total number of LMI anticipated to be served below 80% AMI		5
<b>2. Project Specifics (<del>21</del> 18 points)</b>	<b>a. Services to be provided:</b> Applicant provides a listing of the services to be provided and a clear description of each of these services which includes, as applicable, the following details:		
	i. The quantity and duration of each of these services;		3
	ii. The method of delivery; <u>which should include whether these services will be provided on an individual basis and/or group settings; and</u>		<del>3</del> 5
	<del>iii. Details regarding whether each of these services will be provided on an individual basis and/or group settings; and</del>		<del>5</del>
	<del>iv. An explanation and justification for total amount of CDBG funds requested in relation to the services provided and any fees charged.</del>		<del>5</del>
	<b>b. Project Schedule</b> Applicant describes how the project will be completed within the required 12-month timeline with appropriate milestones and estimated expenditures per month/quarter		5



**CONSOLIDATED PLAN ADVISORY BOARD  
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM  
Category: PUBLIC SERVICES**

<b>3. Project Benefits</b> <b>(15-20 points)</b>	<p><b>a.</b> Applicant describes how the project will provide services to high need populations and provides references used for this determination. Public Service projects must be considered a Low and Moderate income Limited Clientele Activity (LMC) by serving one of the following populations:</p> <ul style="list-style-type: none"> <li>i. Presumed low income clientele as defined by HUD*; or</li> <li>ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income.</li> </ul>		<u>9-12</u>
	<p><b>b. Homeless Services:</b> Applicant describes how the project will provide services to homeless individuals.</p>		<u>2</u>
	<p><b>b.c. Geographic Targeting location:</b> Applicant's main office(s) is located in at least one of the Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, or Promise Zone*.</p>		1
	<p><b>c.d. Geographic Targeting services:</b> Applicant presents service delivery to clients <del>located at or near</del> <u>residing in</u> one or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, or Promise Zone.*</p>		5
<b>4. Organizational Capacity</b> <b>(14-12 points)</b>	<p><b>a. Organization Project Experience:</b> Applicant describes their experience in successfully implementing projects of similar scope and of comparable complexity.</p>		5
	<p><b>b. Organization Experience w/ LMI clients:</b> Applicant has experience in providing services to low and moderate income residents or presumed low and moderate income CDBG beneficiaries.</p>		3
	<p><b>c. Collaboration:</b> Applicant describes collaboration with similar organizations, peer to peer networks, and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients.</p>		4
<b>35. Budget</b> <b>(18 points)</b>	<p><b>a.</b> Applicant identifies alternative future sources of funding to support the proposed project and demonstrates that the project will not rely on CDBG funds for program sustainability.</p>		5



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	<p><b>b.</b> Budget for project identifies all sources of funding for the total project costs.</p>		5
	<p><b>c.</b> Budget details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.</p>		3
	<p><b>d.</b> Budget lists all other funding sources secured for project, submits documentation for each source listed, and percent of funds leveraged (calculated by: other secured funding/total project costs) is:</p> <p style="margin-left: 40px;">0% – 5% (0 points)      41% – 60% (3 points) 6% – 20% (1 points)    61% – 80% (4 points) 21% – 40% (2 points)    81% – 100% (5 points)</p>	(CDD score)	5
<p><b>6. Project Scope Eligibility &amp; Performance Indicators</b></p>	<p><b>a. Project Eligibility</b></p> <p>i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements</p>	CDD score	1
	<p>ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements</p>	CDD score	1
	<p><b>b.</b> City of San Diego Track Record: Rating based on past performance of applicant agency on projects previously funded by the City of San Diego under the CDBG program*. <i>These are subtractive points from maximum 100 point score, determined by performance levels:</i></p> <ul style="list-style-type: none"> <li>• <u>No deficiencies (0)</u></li> <li>• Minor deficiencies (-1)</li> <li>• Moderate deficiencies (-2)</li> <li>• Significant deficiencies (-3)</li> </ul> <p><b>Performance Indicator data collected from FY 2015 <del>-</del> FY 2016-2017 for FY 2019 evaluations; application stated leveraged funding will be evaluated for FY 2020 application cycle</b></p>	CDD score	-3



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Category: NONPROFIT CIP & HOUSING REHABILITATION (Sustainability)**

**OVERALL SCORE:**

Category	Criteria	Reviewer Score	Maximum Score
<b>1. Project Characteristics (30 pts)</b>	<del>a. Project Summary: Applicant provides a clear project summary which includes:</del> <u>Description of project includes all of the following items</u>		
	i. <del>Brief description of the project including resulting activities-</del> <u>Activities</u> and/or services to be provided; <del>and</del>		5
	ii. Characteristics of Population(s) to be served; and		5
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s).		5
	<i>(Applicant should either answer B. i., ii and iii. OR B. iv, v, and vi.)</i>		
	b. Applicant clearly explains how the proposed project will result in energy efficiency, water efficiency, and/or waste diversion <u>improvements</u> to an existing facility or housing : i. <u>Facility Improvements</u> : Describe and quantify the sustainability improvements proposed to the facility; AND ii. Explain the methodology used to quantify the proposed sustainability improvements; AND iii. Describe applicant’s reinvestment plan for the “cost savings” or “cost avoidance” resulting from the proposed improvements; <b>OR</b> iv. <u>Housing Rehab</u> : Describe and quantify the proposed sustainability improvements proposed for the housing units; v. Explain the methodology used to quantify the proposed sustainability improvements; AND vi. Describe the anticipated “cost savings” or “cost avoidance” (per household) as a result of the proposed improvements.		5
	c. <u>Project goals</u> : Applicant <del>clearly</del> identifies the goal(s) of the project and describes how these goals will be met in relation to the Climate Action Plan.		5
	d. <u>Project Results</u> : Applicant <del>clearly identifies the results of the project</del> <u>lists either:</u> i. Number of unduplicated City of San Diego individuals <del>or households</del> to be assisted; or		5

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	ii. Number of unduplicated City of San Diego <del>businesses-households</del> to be assisted.		
<b>2. Project Specifics (23 pts)</b>	<b>a. <del>Applicant clearly describes</del> Contract Execution Readiness: Extent to which <del>a</del> the proposed project is ready to proceed by <del>the following detailing details that:</del></b>		
	i. Total amount of CDBG funds requested is justified by accurate cost estimations; <i>-If the facility has received CDBG funds for improvements/expansions in the past, applicant must explain the outcome and justification for the request of additional CDBG funds.</i>		4
	<del>Clearly</del> <del>ii.</del> <del>Describes and shows</del> all applicable permits have been identified, planned for, and/or secured. If permits not needed, applicant clearly <del>describes-provides</del> <u>documentation</u> basis of that determination.		2
	<u>iii. City Permit Application and/or Architectural plans</u>		<u>5</u>
	<del>i.</del> <b>b. Project Schedule:</b> Applicant <del>has clearly</del> described how the project will be completed and funds expended within the required 24-month timeline specifying key milestones: <ul style="list-style-type: none"> <li><b>a.</b> Permitting and design completion</li> <li><b>b.</b> Project will be released for bid</li> <li><b>c.</b> Construction contract awarded</li> <li><b>d.</b> Anticipated Construction Timeline</li> <li><b>e.</b> 100% expenditure level</li> </ul> Project completion, beneficiaries reported (National Objective met), and close out report approved by <del>HUD</del> <u>CDD</u> Programs staff		12

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<b>3. Project Benefits</b> <b>(13 pts)</b>	(Applicant should either answer a., d. and e., b., d. and e., or c. d. and e.)		
	<p><b>a.</b> Applicant clearly describes how the project will provide services to high need populations and provides the references used for this determination. Public Projects must be considered a Low and Moderate Income Limited Clientele Activity (LMC) by serving one of the following populations:</p> <ul style="list-style-type: none"> <li>i. Presumed Benefit low income clientele as defined by HUD*; or</li> <li>ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income.</li> </ul> <p><b>OR</b></p> <p><b>b.</b> Low and Moderate Income Housing (LMH): Units occupied by low and moderate income persons.</p> <p><b>OR</b></p> <p><b>c.</b> Low and Moderate Income Area Benefit (LMA): Facility or improvements will provide activities that are available to benefit all the resident of an area which is primarily residential <b>and</b> that has a service area that qualifies with a majority of HUD eligible census block groups*.</p>		<b>97</b>
	<b>d. Homeless Services: Applicant describes how the project will provide services to homeless individuals</b>		<b>2</b>
	Geographic Targeting: Proposed facility or housing improvements are located in at least one of the Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, <u>or Promise Zone</u> *.		<b>1</b>
	<b>e.</b> Geographic Targeting: Applicant has presented clear service delivery to clients <del>located at or near</del> <u>residing in</u> one of more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, <u>or Promise Zone</u> *.		<b>3</b>
<b>4. Organizational Capacity</b> <b>(12 pts)</b>	<b>a. Organization Project Experience:</b> Applicant describes their experience in successfully implementing projects of similar scope and of comparable complexity.		<b>5</b>
	<b>b. Organization Experience w/ LMI clients:</b> Applicant has experience in providing services to low and moderate income residents or presumed low and moderate income CDBG beneficiaries.		<b>3</b>

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	<b>c. Collaboration:</b> Applicant describes collaboration with similar organizations, peer to peer networks, and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients.		4
<b>5. Project Budget (18 pts)</b>	<b>a.</b> Applicant identifies alternative future sources of funding to support the proposed project and demonstrates that the project will not rely on CDBG funds for maintenance of improvements.		5
	<b>b.</b> Budget for project clearly identifies all sources of funding for the total project costs.		5
	<b>c.</b> Budget clearly details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.		3
	<b>d.</b> Budget <del>clearly</del> lists all other funding sources secured for project, submits documentation for each source listed, and percent of funds leveraged (calculated by: other secured funding/total project costs) is:  0% – 5% (0 points)      41% – 60% (3 points) 6% – 20% (1 points)    61% – 80% (4 points) 21% – 40% (2 points)    81% – 100% (5 points)		5
<b>6. Project Eligibility &amp; Performance Indicators</b>	<del>b.</del> <b>a. Project Eligibility</b>		
	<u>i.</u> The Scope of Work and Budget, in its entirety, demonstrates compliance CDBG eligibility requirements	CDD score	1
	<u>iii.</u> The eligible Scope of Work and Budget demonstrates compliance with meeting National Objectives and other HUD requirements; and	CDD score	1
	<u>iii.</u> The level of Environmental Review (City, State and Federal) needed has been identified and planned for, as demonstrated by HUD Programs staff verification; and	CDD score	2
	<u>b.</u> City of San Diego Track Record: Rating based on past performance of applicant agency on projects previously funded by the City of San Diego under the CDBG programs*. <i>These are subtractive points from maximum 100 point score, designed by documented performance levels:</i> <ul style="list-style-type: none"> <li>• <u>No deficiencies (0)</u></li> <li>• Minor deficiencies (-1)</li> <li>• Moderate deficiencies (-2)</li> <li>• Significant deficiencies (-3)</li> </ul> <b>Performance Indicator data collected from FY 2015, FY 2016-2017 for FY 2018-2019 evaluations; applications stated leveraged funding will be evaluated for FY 2020 application cycle</b>	CDD score	-3

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FOR IMMEDIATE RELEASE  
Tuesday, October 3, 2017

CONTACT:  
Christina Chadwick at 619-727-9758 or [chadwickc@sandiego.gov](mailto:chadwickc@sandiego.gov)

# First Business Accelerator to Open in Southeastern San Diego

## CITY PLEDGES \$2.5M TO CREATE MORE BUSINESS OPPORTUNITIES IN UNDERSERVED NEIGHBORHOODS ACROSS SAN DIEGO

San Diego – As part of his commitment to bring opportunity to every San Diego neighborhood, Mayor Kevin L. Faulconer today announced the City of San Diego will partner with the Jacobs Center for Neighborhood Innovation and CONNECT to open the first business accelerator designed to grow local early-stage businesses in San Diego’s most underserved communities.

**“This business accelerator is going to be a real game-changer,” said Mayor Faulconer. “Having a network of resources will give entrepreneurs and start-up businesses the strategic boost they need to grow and thrive. This is all about creating more opportunities for San Diegans across the city with a special focus on underserved communities.”**

The City will provide the initial capital investment of \$1 million in the first year and up to \$500,000 for each of the next three years for the business accelerator’s launch and management. The total financial commitment is up to \$2.5 million over four years.

**“We are exceedingly pleased that this opportunity to build economic strength in low- and moderate-income communities has been awarded by Mayor Kevin Faulconer and the City of San Diego, and we look forward to our partnership with CONNECT,” said Jacobs Center for Neighborhood Innovation President & CEO Reginald Jones.**

The business accelerator will be located at the Jacobs Center for Neighborhood Innovation in San Diego’s Diamond neighborhood, a historically-underserved community which has been identified as part of San Diego’s federally designated [Promise Zone](#). The Jacobs Center will provide nearly 4,300 square feet at the Joe and Vi Jacobs Community Center facility as a dedicated flexible co-working space complete with office equipment and support services, including high-speed internet, telephones, printers and copiers.



**“As the first Associate Director of CONNECT, I am so pleased to see all that this organization has done to support and expand our regional innovation economy over the last 30 years,” said City Councilmember Barbara Bry. “This accelerator will provide the tools and resources that budding entrepreneurs need to bring their dreams to fruition. With this new partnership, the City of San Diego, the Jacobs Center, and CONNECT are working together to strengthen our local economy by making it more inclusive.”**

The Jacobs Center is partnering with CONNECT, an innovation company accelerator that helps entrepreneurs, startups and early-stage businesses gain access to the resources they need for success. CONNECT will provide business management assistance, mentorship, access to capital and other resources to foster their development at an “accelerated” pace.

**“We commend Mayor Faulconer for his vision to build a broad innovation ecosystem providing opportunity for all San Diego citizens and are grateful for the opportunity to partner with the City and the Jacobs Center on this project. San Diego has all of the right elements to continue to grow a thriving start-up ecosystem – a foundation of exceptional basic research, an immense pool of entrepreneurial talent, and a wide variety of ecosystem resources with over 32 years of know-how,” said CONNECT President & CEO Greg McKee. “We are excited to support the Mayor’s vision to build an inclusive innovation ecosystem as it allows San Diego to expand the pipeline of future successful technology and life science companies and the economic growth that comes with that.”**

The Jacobs Center and CONNECT were chosen through a competitive Request for Proposals (RFP) process. The City sought to partner with an organization that had a large entrepreneurial network, proven business development success and real estate asset management experience to plan and operate the business accelerator.

**“Establishing opportunity for entrepreneurship and economic development in historically underserved communities was a key vision of my father Joe Jacobs,” said Valerie Jacobs Hapke. “This accelerator award helps to further that vision.”**

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