

CONSOLIDATED PLAN ADVISORY BOARD FISCAL YEAR 2018 CDBG APPLICATION EVALUATION FORM
Category: PUBLIC SERVICES AND CHALLENGE GRANTS



Applicant Agency: _____

Project Name: _____

| |
|-------------------------------|
| Overall Score: |
|-------------------------------|

Reviewer's Name: _____

Reviewer's Signature: _____

| Category | Criteria | Reviewer Score | Maximum Score |
|-----------------------------------|--|----------------|------------------------|
| 1. Project Characteristics | a. Applicant provides a clear project summary which includes: i. Brief description of the project including resulting activities and/or services to be provided; | | 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. Applicant clearly explains the expected results of the proposed project and how it will result in the provision of a <u>new service</u> or the expansion of an <u>existing service</u> . | | 5 |
| | c. Applicant clearly identifies the goal(s) of the project and describes how these goals will be met. | | 5 |
| | d. Applicant clearly identifies the results of the project: i. Number of unduplicated City of San Diego individuals to be assisted. | | 5 |
| | Comments: | | |
| | Total: | | Points Possible |
| | | | 30 |

Reviewer Initials: _____

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| 2. Organizational Capacity | a. Applicant clearly describes their experience in successfully implementing projects of similar scope and of comparable complexity. | | 5 |
| | b. Applicant has experience in providing services to low and moderate income residents or presumed low and moderate income CDBG beneficiaries such as seniors, illiterate adults, homeless persons, abused children and/or battered spouses. | | 5 |
| | c. i. Do you collaborate with other service agencies, including organizations that provide similar services and resources? | | 1 |
| | ii. If so, describe HOW your agency collaborates with other service agencies and with whom. | | 4 |
| | Comments: | | |
| | | Total: | Points Possible |
| | | | 15 |
| 3. Budget | a. 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. Budget for project clearly identifies all sources of funding for the total project costs. | | 5 |
| | c. Budget clearly details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items. | | 5 |
| | d. Budget clearly 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: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">0% – 5% (0 points)</div> <div style="text-align: center;">41% – 60% (3 points)</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">6% – 20% (1 points)</div> <div style="text-align: center;">61% – 80% (4 points)</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">21% – 40% (2 points)</div> <div style="text-align: center;">81% – 100% (5 points)</div> </div> | <i>(CDD confirmed: % & points)</i> | 5 |
| | Comments: | | |
| | | Total: | Points Possible |
| | | | 20 |

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|---------------------|---|----------------|---|
| 4. Project Benefits | <p>Public Services</p> <p><i>(Applicant should answer a. and b. and c.)</i></p> <p>a. Applicant clearly describes how the project will provide services to high need populations and provides the 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"> i. Presumed low income clientele as defined by HUD*; or ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income. | | 9 |
| | <p>b. Geographic Targeting: 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*.</p> | | 1 |
| | <p>c. Geographic Targeting: Applicant has presented clear service delivery to clients located at or near one or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights.*</p> | | 4 |
| | <p>Comments:</p> | | <p>Total:</p> <p>Points Possible</p> <p>13</p> |

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|--|---|----------------|-----------------------------------|---|
| 5. Project Specifics | a. 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: | | 3 | |
| | i. The quantity and duration of each of these services; | | 3 | |
| | ii. The method of delivery; | | 5 | |
| | iii. Details regarding whether each of these services will be provided on an individual basis and/or group settings; and | | 5 | |
| | iv. Explain and justify the total amount of CDBG funds requested in relation to the services provided and any fees charged. | | 5 | |
| | b. Project Scope & Schedule | | <i>(CDD confirmed points: __)</i> | 1 |
| | i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements | | <i>(CDD confirmed points: __)</i> | 1 |
| | ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements; and | | | 4 |
| iii. Applicant has clearly described how the project will be completed within the required 12-month timeline. | | | | |
| Comments: | | | | |
| | | Total: | Points Possible | |
| | | | 22 | |

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|----------------------------------|--|------------------------------------|---------------|
| 6. Performance Indicators | <p>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"> • Minor deficiencies (-1) • Moderate deficiencies (-2) • Significant deficiencies (-3) <p>Performance Indicator data collected from FY 2015/FY 2016 for FY 2018 evaluations</p> | <p><i>CDD confirmed score:</i></p> | <p>-3</p> |

Reviewer Initials: _____