



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

Total pts: 100

Category	Criteria	Reviewer Score	Maximum Score
1. Project Characteristics (30 pts)	a. 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. New service or expansion: Applicant defines the expected results of the proposed project		5
	c. Project Goals: Applicant identifies the goal(s) of the project and describes how these goals will be met.		5
	d. Project results: Applicant identifies the results of the project Number of unduplicated City of San Diego businesses to be assisted.		5
2. Project Specifics (18 pts)	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:		
	i. The quantity and duration of each of these services;		3
	ii. The method of delivery which should include whether these services will be provided on an individual basis and/or group settings; and		5
	iii. An explanation and justification for total amount of CDBG funds requested in relation to the services provided and any fees charged.		5
	b. Project Schedule: Applicant describes how the project will be completed within the required 12-month timeline with appropriate milestones and estimated expenditures		5



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3. Project Benefits (20 pts)	<p>a. Applicant 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"> 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. 		12
	<p>b. Homeless Services: Applicant describes how the project will provide services to homeless individuals and identifies homeless individuals at minimum as 20% or more of the population served</p>		2
	<p>c. Geographic Targeting location: 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>d. Geographic Targeting services: Applicant has presented clear service delivery to clients residing in 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
4. Organization Capacity (12 pts)	<p>a. Organization Project Experience: Applicant describes their experience in successfully implementing projects of similar scope and of comparable complexity.</p>		5
	<p>b. Organization Experience w/ LMI clients: Applicant has experience in providing services to low and moderate income individuals or presumed low and moderate income CDBG beneficiaries</p>		3
	<p>c. Collaboration: Applicant describes collaboration with similar organizations, demonstration of peer to peer networks, and/or partner agencies for referral purposes.</p>		4



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5. Project Budget (18 pts)	a. Sustainability: Applicant identifies alternative future sources of funding to support the proposed project and demonstrates that the project will not rely on CDBG funds for program sustainability.		5
	b. Total Project Budget: Budget for project clearly identifies all sources of funding for the total project costs.		5
	c. Proposed uses of Project funds: Budget details uses of funds (City of San Diego CDBG funds and on-City of San Diego CDBG funds) by eligible budget line items		3
	d. Leverage: 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: <div style="display: flex; justify-content: space-around;"> <div style="text-align: left;"> <p>0% – 5% (0 points)</p> <p>6% – 20% (1 points)</p> <p>21% – 40% (2 points)</p> </div> <div style="text-align: left;"> <p>41% – 60% (3 points)</p> <p>61% – 80% (4 points)</p> <p>81% – 100% (5 points)</p> </div> </div>	(CDD score)	5
6. Project Eligibility & Performance Indicators	a. Project Eligibility 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. 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 level:</i> <ul style="list-style-type: none"> • No deficiencies (0) • Minor deficiencies (-1) • Moderate deficiencies (-2) • Significant deficiencies (-3) <p>Performance Indicator data collected from FY 2015-FY 2017 for FY 2019 evaluations; application stated leveraged funding will be evaluated for FY 2020 application cycle</p>	(CDD score)	-3