

**CONSOLIDATED PLAN ADVISORY BOARD  
FISCAL YEAR 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>	<b>a.</b> Project Summary: Description of project includes all of the following items:		
	<b>i.</b> Activities and/or services to be provided; and		5
	<b>ii.</b> Characteristics of Population(s) to be served; and		5
	<b>iii.</b> 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 will result in a <b>new facility, expansion</b> of an existing facility, or <b>improvements</b> to an existing facility or housing:		5
	<b>i.</b> Number and type of major improvements to facility; or <b>ii.</b> Housing stabilization improvements.		
	<b>c.</b> Project Goals: Applicant identifies the goal(s) of the project and describes how these goals will be met.		5
	<b>d.</b> Project Results: Applicant lists either:		5
	<b>i.</b> Number of unduplicated City of San Diego individuals to be assisted; or <b>ii.</b> Number of unduplicated City of San Diego households to be assisted.		
<b>2. Project Specifics (23 pts)</b>	<b>a. Contract Execution Readiness:</b> Extent to which the proposed project is ready to proceed by the following details:		
	<b>i.</b> 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
	<b>ii.</b> Describes and shows all applicable permits have been identified, planned for, and/or secured. If permits not needed, applicant provides documentation for basis of that determination.		2
	<b>iii.</b> City Permit Application Completed and/or Architectural plans		5

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	<p>b. Project Schedule: Applicant describes 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>b.</b> Project will be released for bid</li> <li>c. Construction contract awarded</li> <li><b>d.</b> Anticipated Construction Timeline</li> <li>e. 100% expenditure level</li> <li><b>f.</b> Project completion, beneficiaries reported (National Objective met), and close out report approved by CDD Programs staff</li> </ul>		12
<b>3. Project Benefits (13 pts)</b>	<p><i>(Applicant should either answer a, b. or c.; and d., e. and f.)</i></p> <ul style="list-style-type: none"> <li>a. 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: <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> </li> <li>b. Low and Moderate Income Housing (LMH): Units occupied by low and moderate income persons. <p style="text-align: center;"><b>OR</b></p> </li> <li>c. 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*.</li> </ul>		7
	<ul style="list-style-type: none"> <li>d. 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.</li> </ul>		2
	<ul style="list-style-type: none"> <li>e. 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, or Promise Zone*.</li> </ul>		1

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	<b>f. Geographic Targeting:</b> Applicant has presented clear service delivery to clients residing in one of more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, or Promise Zone*.		3
<b>4. Organizational Capacity ( 12 pts)</b>	<b>a. Organization Project Experience:</b> Applicant describes their experience in successfully implementing projects of similar scope and of comparable complexity.		5
	<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 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: 10px;"> <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>	<i>CDD score</i>	5

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<b>6. Project Eligibility &amp; Performance Indicators</b>	<b>a. Project 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. The level of Environmental Review (City, State and Federal) needed has been identified and planned for, as demonstrated by CDD Programs staff verification; and	<i>CDD score</i>	2
	<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></b> <ul style="list-style-type: none"> <li>• No deficiencies (0)</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-FY 2017 for FY 2019 evaluations; application stated leveraged funding will be evaluated for FY 2020 application cycle</b></p>		-3