



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

**Overall
Score:**

Category	Criteria	Reviewer Score	Maximum Score
1. Project Characteristics (30 points)	a. Project Summary: 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. New service or expansion: Applicant defines the expected results of the proposed projects		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 lists the number of unduplicated COSD individuals and total number of LMI anticipated to be served below 80% AMI		5
2. Project Specifics (18 points)	a. Services to be provided: 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 details on how these services will be provided and if services will occur on an individual basis and/or group settings		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 per month/quarter		5



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3. Project Benefits (20 points)	<p>a. 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"> 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 presents 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. Organizational Capacity (12 points)	<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 residents or presumed low and moderate income CDBG beneficiaries.</p>		3
	<p>c. Collaboration: 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
5. Budget (18 points)	<p>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.</p>		5



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	b. Budget for project identifies all sources of funding for the total project costs.		5
	c. Budget details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.		3
	d. 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: 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
6. Project Eligibility & Performance Indicators	a. Project Eligibility i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements	<i>CDD score</i>	1
	ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements	<i>CDD score</i>	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 program*. <i>These are subtractive points from maximum 100 point score, determined by performance levels:</i> <ul style="list-style-type: none"> • No deficiencies (0) • Minor deficiencies (-1) • Moderate deficiencies (-2) • Significant deficiencies (-3) 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	<i>CDD score</i>	-3