



**CONSOLIDATED PLAN ADVISORY BOARD  
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM  
Category: NONPROFIT CIP & HOUSING REHABILITATION  
(Sustainability)**

**OVERALL SCORE:**

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	
	<i>(Applicant should either answer B. i., ii and iii. OR B. iv, v. and vi.)</i>			
	<b>b.</b> Applicant clearly explains how the proposed project will result in energy efficiency, water efficiency, and/or waste diversion <b>improvements</b> to an existing facility or housing :			
	<b>i.</b> <u>Facility Improvements</u> : Describe and quantify the sustainability improvements proposed to the facility; AND			
	<b>ii.</b> Explain the methodology used to quantify the proposed sustainability improvements; AND			
<b>iii.</b> Describe applicant’s reinvestment plan for the “cost savings” or “cost avoidance” resulting from the proposed improvements; <b>OR</b>			5	
<b>iv.</b> <u>Housing Rehab</u> : Describe and quantify the proposed sustainability improvements proposed for the housing units;				
<b>v.</b> Explain the methodology used to quantify the proposed sustainability improvements; AND				
<b>vi.</b> Describe the anticipated “cost savings” or “cost avoidance” (per household) as a result of the proposed improvements.				
	<b>c.</b> Project goals: Applicant identifies the goal(s) of the project and describes how these goals will be met in relation to the Climate Action Plan.		5	
	<b>d.</b> Project Results: Applicant lists either:			
	<b>i.</b> Number of unduplicated City of San Diego individuals to be assisted; or		5	
	<b>ii.</b> Number of unduplicated City of San Diego households to be assisted.			



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<b>2. Project Specifics ( 23 pts)</b>	<b>a. Contract Execution Readiness: Extent to which the proposed project is ready to proceed by the following details :</b>		
	<ul style="list-style-type: none"> <li>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></li> </ul>		4
	<ul style="list-style-type: none"> <li>ii. Describes and shows all applicable permits have been identified, planned for, and/or secured. If permits not needed, applicant clearly provides documentation basis of that determination.</li> </ul>		2
	<ul style="list-style-type: none"> <li>iii. City Permit Application and/or Architectural plans</li> </ul>		5
	<ul style="list-style-type: none"> <li>b. Project Schedule: Applicant describe 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>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 CDD Programs staff</li> </ul> </li> </ul>		12



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<b>3. Project Benefits (13 pts)</b>	<p><i>(Applicant should either answer a., d. and e., b., d. and e., or c. d. and e.)</i></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><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>		7
	<p><b>d.</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 population served</p>		2
	<p><b>Geographic Targeting:</b> 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*.</p>		1
	<p><b>e.</b> Geographic Targeting: 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*.</p>		3



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<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 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 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-between; margin-top: 10px;"> <div style="width: 45%;"> <p>0% – 5% (0 points)</p> <p>6% – 20% (1 points)</p> <p>21% – 40% (2 points)</p> </div> <div style="width: 45%;"> <p>41% – 60% (3 points)</p> <p>61% – 80% (4 points)</p> <p>81% – 100% (5 points)</p> </div> </div>		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
	iii. 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 HUD 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> <b>Performance Indicator data collected from FY 2015-FY 2017 for FY 2019 evaluations; applications stated leveraged funding will be evaluated for FY 2020 application cycle</b>	<i>CDD score</i>	-3