



CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2020 DRAFT CDBG APPLICATION EVALUATION FORM
Category: Community Economic Development – Technical Assistance

**Overall
Score: 100**

Category	Criteria	Reviewer Score	Maximum Score
1. Organizational Capacity (12 points)	a. Organization Project Experience: Applicant describes their experience in successfully implementing projects of similar scope and comparable complexity. Specifics are given on organization’s experience in assisting LMI individuals start-up or expand a microenterprise.		5
	b. Organization Experience w/ LMI clients: Applicant has experience in providing services to LMI residents or presumed low LMI CDBG beneficiaries; applicant explains how experience is applicable and beneficial.		5
	c. Collaboration: Applicant describes and provides specific examples of collaboration with similar organizations, peer to peer networks, and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients.		2
2. Project Characteristics (28 points)	a. Project Summary: Description of project includes all of the following items:		
	i. Activities and/or services to be provided;		5
	ii. Characteristics of Population(s) to be served; and		3
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s)		5
	b. Confirmation of Program Status:		
	i. Applicant selects whether the proposed project will result in either the continuation of an existing service, the substantial expansion of an existing service, or the provision of a new service		5
ii. Applicant explains the metrics used to make above determination			
	c. Project Goals: Applicant identifies the goal(s) and anticipated impact of the project and describes how these goals will be met. Applicant includes information on associated monitoring systems and follow-up procedures.		5



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	<p>d. Project Results: Applicant indicates the number of unduplicated COSD individuals, and number of unduplicated City of San Diego businesses to be assisted. Applicant provides clear methodology on determining anticipated outcomes.</p>		5
<p>3. Project Specifics (22 points)</p>	<p>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:</p>		
	<p><i>i.</i> The quantity and duration of each of these services;</p>		5
	<p><i>ii.</i> 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</p>		5
	<p><i>iii.</i> Applicant provides an explanation and justification for total amount of CDBG funds requested in relation to the services provided and any fees charged. Information provided should be consistent with the proposed budget section</p>		4
	<p><i>iv.</i> A cost per beneficiary amount is provided and specifics are given on how costs are warranted</p>		4
	<p>b. Project Schedule Applicant describes how the project will be implemented and completed within the required 12-month timeline with specific milestones and estimated expenditures per month/quarter</p>		4
<p>4. Project Benefits (18 points)</p>	<p>a. Applicant describes how the project will provide services to high need populations and results in a positive impact for LMI individuals and City of San Diego LMI business owners; provides references used for this determination. CED projects must be considered a LMI Limited Clientele Activity (LMC) or LMI Microenterprise Development (LMCMC) by providing direct benefits to LMI persons based on compliance with HUD* income limits through documented family size and income.</p>		12



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	<p>b. Geographic Targeting location: Applicant's office(s) providing project services 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>	(CDD Score)	3
	<p>c. Geographic Targeting services: Applicant indicates service delivery will occur 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>		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
	<p>b. Budget for project identifies all sources of funding for the total project costs.</p>		3
	<p>c. Budget details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by outlining eligible budget line items to be used to support project implementation</p>		5
	<p>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:</p> <p style="margin-left: 40px;">0% – 5% (0 points) 41% – 60% (3 points) 6% – 20% (1 points) 61% – 80% (4 points) 21% – 40% (2 points) 81% – 100% (5 points)</p>	(CDD score)	5
CPAB Comments	Indicate whether this project is of High, Medium, or Low Priority in the event of ties will serve as a tie breaker		High Medium Low
6. Project Eligibility & Performance Indicators	<p>a. Project Eligibility</p> <p>i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements</p>	(CDD score)	1
	<p>ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements</p>	(CDD score)	1



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	<p>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></p> <ul style="list-style-type: none">• No deficiencies (0)• Minor deficiencies (-1)• Moderate deficiencies (-2) <p>Performance Indicator data collected from FY 2015-FY 2018 for FY 2020 evaluations. Application stated leveraged funding will be evaluated for FY 2021 application cycle</p>	<i>(CDD score)</i>	-2
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