



CONSOLIDATED PLAN ADVISORY BOARD
Draft FISCAL YEAR 2021 CDBG APPLICATION EVALUATION FORM
Category: MULTI-FAMILY HOUSING REHABILITATION

Overall Score:

100

Category	Criteria	Reviewer Score	Maximum Score
1. Organizational Capacity (14 points)	a. Organizational Multi-Family Housing Rehabilitation Experience:		
	i. Applicant describes their experience in successfully implementing projects of similar scope and comparable complexity.		5
	ii. Applicant describes specific staff within organization that have experience overseeing the design and implementation of a construction project. If applicable, agency provides details on plans to secure and utilize a third-party construction manager		4
	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.		3
	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 (30-28 pts)	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 3
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s).		5
	b. Housing Impact: Applicant describes the housing stabilization improvements that will be completed and the expected impact of the proposed project. Applicant explains whether the proposed project will result in a healthy and safety, sustainability or ADA accessibility improvements to existing housing stock		5
	c. Project Goals: Applicant identifies the goal(s) and anticipated impact of the project and describes		5



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	how these goals will be met. Applicant provides information on systems used to monitor and track program progress and outcomes.		
	d. Project Results: Applicant provides Number of unduplicated City of San Diego households to be assisted and describes the methodology used to determine anticipated project results.		5
3 . Project Specifics (14 pts)	a. Contract Execution Readiness: Extent to which the proposed project is ready to proceed by the following details:		
	Applicant explains how the 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>		3
	ii. Applicant describes existing construction/architectural plans and demonstrates a knowledge of all applicable permits required for the proposed project. If permits not needed, applicant provides documentation for basis of that determination.	<i>CDD SCORE</i>	5
	b. Project Schedule: Applicant describes how the project will be completed and funds expended within the required 24-month timeline specifying key milestones: a. Permitting and design completion b. Project will be released for bid c. Construction contract awarded d. Anticipated Construction Timeline e. 100% expenditure level f. Project completion, beneficiaries reported (National Objective met), and close out report approved by CDD Programs staff		6
4. Project Benefits (22 pts)	a. Applicant clearly describes how the project will provide services to high need populations and provides the references used for this determination.		15



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	<p>b. Geographic Targeting: Applicant describes whether the proposed multi-family housing project 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, <u>Opportunity Zone</u>, or Promise Zone*.</p>	<u>CDD SCORE</u>	<u>4-3</u>
	<p>c. Geographic Targeting: Proximity to public transit and employment: <u>In relation to the new Consolidated Plan Goal to increase and preserve affordable housing in close proximity to transit, employment, and community services; applicant describes how the housing project will meet this goal.</u></p>		<u>24</u>
<p>5. Project Budget (18-20± pts)</p>	<p>a. Demonstration of Maintenance Capabilities: Applicant explains how the proposed project improvements will be maintained and financed in the future, specifically identifies alternative future sources of funding that could be used to maintain the improvements and demonstrates that the project will not rely exclusively on CDBG funds for deferred maintenance responsibilities.</p>		<u>57</u>
	<p>b. Total Project Budget Information by Funding Sources:</p>		
	<p>i. Budget for project identifies all sources of funding for the total project costs</p> <p>ii. Applicant explains whether alternative sources of funding other than CDBG have been pursued. Provides details on alternative sources that were successfully secured as leverage and explain, if applicable, why alternative funds were not secured and any barriers to securing leveraged funds.</p>		5
	<p>c. Budget details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.</p>		3
	<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>	<i>CDD score</i>	5



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6. Project Eligibility & Performance Indicators	a. Project Eligibility		
	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
	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> <ul style="list-style-type: none"> • No deficiencies (0) • Minor deficiencies (-1) • Moderate deficiencies (-2) <p>Performance Indicator data collected from FY 20152016- FY 20172019 for FY 20192021 evaluations.; application <u>Application</u> stated leveraged funding will be evaluated <u>monitored</u> for FY 20202022 application cycle and have a possible (.5) deduction.</p>		-2

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