



CONSOLIDATED PLAN ADVISORY BOARD
Draft FISCAL YEAR 2020-2021 CDBG APPLICATION EVALUATION
FORM
Category: NONPROFIT CAPITAL IMPROVEMENTS (SUSTAINABILITY)

Overall Score:

100

Category	Criteria	Reviewer Score	Maximum Score
1. Organizational Capacity (14 points)	a. Organization Nonprofit Capital Improvement 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. Applicant clearly explains how the proposed project will result in energy efficiency, water efficiency, <u>active transportation and transit, resiliency,</u> and/or waste diversion <u>improvements</u> to an existing facility i. <u>Facility Improvements:</u> Describe and quantify the sustainability improvements proposed to the facility; AND		5



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	<ul style="list-style-type: none"> ii. Explain the methodology used to quantify the proposed sustainability improvements; AND iii. Describe applicant’s reinvestment plan for the “cost savings” or “cost avoidance” resulting from the proposed improvements; 		
	<ul style="list-style-type: none"> c. Project Goals: Applicant identifies the goal(s) and anticipated impact of the project and describes how these goals will be met in relation to <u>the coincide with a specific goal of the</u> City of San Diego’s Climate Action Plan. Applicant provides information on systems used to monitor and track program progress and outcomes. 		5
	<ul style="list-style-type: none"> d. Project Results: Applicant provides number of unduplicated City of San Diego individuals to be assisted and methodology used to determine anticipated results 		5
3. Project Specifics (14 pts)	<ul style="list-style-type: none"> a. Contract Execution Readiness: Extent to which the proposed project is ready to proceed by the following details: 		
	<ul style="list-style-type: none"> i. 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
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> b. Project Schedule: Applicant describes how the project will be completed and funds expended within the required 24-month timeline specifying key milestones: <ul style="list-style-type: none"> 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



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4. Project Benefits (22 pts)	<p>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:</p> <p>b. Presumed Benefit low income clientele as defined by HUD*; or</p> <p>c. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income.</p>		15
	<p>d. Geographic Targeting: Applicant describes whether the proposed 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>		4
	<p>f. 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, <u>Opportunity Zone</u> or Promise Zone*.</p>		3
5. Project Budget (18-20 pts)	<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>		5
	<p>b. Funding Sources: Budget for project identifies all sources of funding for the total project costs. 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



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	<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="text-align: center;"> 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
6. Project Eligibility & Performance Indicators	<p>a. Project Eligibility</p> <p>i. The Scope of Work and Budget, in its entirety, demonstrates compliance CDBG eligibility requirements</p>	CDD score	1
	<p>ii. The eligible Scope of Work and Budget demonstrates compliance with meeting National Objectives and other HUD requirements; and</p>	CDD score	1
	<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 programs*. <i>These are subtractive points from maximum 100 point score, designed by documented 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 20152016-FY 2018-2019 for FY 2020-2021 evaluations. Application stated leveraged funding will be evaluated-monitored for FY 2021-2022 application cycle and have a possible (.5) deduction.</p>	CDD score	-2
CPAB Comments	<p>Indicate whether this project is of High, Medium, or Low Priority in the event of ties will serve as a tie breaker</p>		High Medium Low