

EDGrants Reviewer Registration

Tutorial



Economic Development Grants Management Systems (EDGrants)

	Portal via	1. y of San Diego External the following URL Igrants.force.com		The City of SAN DIEG)
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				Login	Register As
					Organization
_	Opportunities	FAQs	Re	Co	SME reviewer
Pote	ntial Grantees,		ar	2. k on Register As row and select ME reviewer	
the t proj	come! The City of San Diego is excited to lau iirst of several grant opportunities for potent ects related to Public Services, Nonprofit Ca for additional funding opportunities in the a	al grantees to utilize Community Devel pital Improvement Projects & Housing	ant Management System opment Block Grant (CDBG) fu Rehabilitation, Community and	nds. This NOFA includes funding of Economic Development, and Susta	
▲ NG	DFA 🗓				
	uick Search Q				
Q					
	DFA Title	City Department	NOFA Publish Date	RFP/Application Deadline(P1	n) Actions



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Economic Development Grants Management Systems (EDGrants)

The City of SAN DIEGO

Economic Development Grants Management System

 Registration

 Step 1: Pledge of Confidentiality (CPAB)

 and if you accept - click on Agree button.

 Note, if you disagree and click on Disagree

 button you will not be able to register and

 the system will return you to login page.

Description

I, the undersigned, have been appointed to serve as a member of the Consolidated Plan Advisory Board (CPAB) and will be evaluating and scoring the proposals submitted in response to the FY 2018 Community Development Block Grant (CDBG) Request for Proposals (RFP) ("CDBG Applications").

Per the City of San Diego Municipal Code Section 26.2113, I am charged with performing an open and impartial evaluation of the CDBG Applications and provide funding recommendations to the City Council. Specifically, I will be reviewing the CDBG Applications in relation to the applicable Fiscal Year Scoring Criteria and assigning a score to each CDBG Application based on said review.

I hereby acknowledge and/or agree to the following in performing this review:

- 1. I understand that all information I receive during the review process, including but not limited to the name(s) of specific applicants and/or their proposed project names, the contents of specific proposals, my evaluations and those of other evaluators, discussions regarding proposals during any Ad Hoc Committee meetings, and all related information constitutes "Confidential Information".
- 2. I understand and agree to hold all Confidential Information in the strictest confidence.
- 3. I understand that any unauthorized disclosure of Confidential Information will compromise the fairness of the application and review process and may result in harm to the City of San Diego and/or its constituents.
- 4. I will use said information strictly for its intended, official and authorized purpose: scoring the CDBG RFP Applications in relation to the applicable set of criteria.
- 5. I will safeguard all review materials provided to me by City staff and promptly return any hard copies of materials to City staff upon completion of the evaluation process.
- 6. I will not use any of the review information for matters unrelated to the City of San Diego CDBG RFP review and at no point will I use said information for my private gain or the private gain of others, either by my direct or indirect action or by giving counsel, recommendation or suggestions to others.
- 7. I will not have any direct or indirect contact or discussions with any party who submits a proposal and/or their representatives.
- 8. I agree to immediately notify the City of San Diego if I obtain information outside of this review process that could impair or could create the appearance of impairing my ability to evaluate proposals fairly and impartially





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Economic Development Grants Management System

Registration Step 2: Accept Conflict of Interest	Read Conflict of Inte Statement (CPAB) belo you accept click on A button	w and if	Agree Disagree
Conflict Of Interest			
Description Conflict of Interest Statement (CPAB) I have carefully read the Conflict of Interest provisions as described in the FY 2018 RFP Review Panel Handbook and hereby certify the following: 1. l acknowledge that real and apparent conflicts of interest may exist; 2. I will be mindful of the conflict of interest provisions throughout the review process; 3. I will identify instances where conflict(s) of interest may exist and promptly report those to the City of San Diego via email and/or phone call to the Eco participating in the review process of the affected applications; 4. For any instances where I identify conflicts of interest through the review process, I will facilitate retrieval of the affected documents by City staff with	on D abl	isagree bui le to registe return you	not accept and click tton you will not be er and system will a to login page. equently recuse myself from
			Agree Disagree



4

The City of Economic Development Grants Ma	nagement System	
Reviewer Registration	1. Enter all your profile information. All fields marked with a red asterisk	3. Upon entering all required
	must be populated or you will not be able to continue.	information in both sections – click Save button
Subject Matter Expert (SME Reviewer) Profile (3)	be able to continue.	to continue.
Please fill the following fields in order to create you SME profile in the system.		
Prefix Mr. T	*First Name	*Last Name Smith
*Address 1	Address 2	*Zipcode ④
12365 Taylorstown Road		20180
*City	*State	Country Please validate you enter your
Lovettsville *Phone Number (1)	VA *Affiliated Institution	USA Correct email address because all *Email communication will go to the
456-235-5235	HUD	jsmith@gmail.com
▲ Conflict of Interest ④		
I have reviewed the list of FY 2018 CDBG RFP applicant agencies, the names of t	eir proposed projects, and their Board of Directors roster and, based on that review, I hav	e NO conflicts of interest to report at this time
I have reviewed the list of FY 2018 CDBG RFP applica		orojects at this time:
Review the lis	2. ing of FY 2018 CDBG RFP applicant agencies, project names	and the Board of Directors roster provided
Conflicting Agencies (1) to you via e	mail. Read the Conflict of Interest statements and select on	e of the two statements. If you identify a
Meals on Wheels Hardship Survivors Cortina Help	f interest, you must select the second statement and popul agencies/projects with which you have a pot	
		Cancel Save



Economic Development Grants Management Systems (EDGrants)

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Economic Development Grants Management System

Please type the number/word/phrase you see in the CAPTCHA image. If you are not able to solve the CAPTCHA challenge, please click the reload button to get a new CAPTCHA image. If you are having difficulty reading the image, please click on the audio (speaker) icon and the number/word/phrase can be heard.





Registration	Upon successfully submitting the challenge phrase - the system will display a Confirmation page. Please take note of your registration number in case you need to followup with this registration. Once the Economic Development department reviews your registration you will receive and email with their decision.	Login					
Confirmation Message Your registration request for access to Economic Development Grants Management System has been completed and sent for government approval. Once approved, you will be sent another email from salesforce.com(technology platform provider) with your Username and Password shorthy to log into the system. For your records , your registration number is # RG-000111 .							
		Login					



	 davinder.singh@reisystems.com 	Sandbox: Your new Recipient Portal password	Jan 31, 2017 12:43:46 PM
			\odot
		If your registration you will receive a	n email from
		Salesforce with a contract of the second sec	et the original
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	Welcome to the Recipient Portal! To get star	ted, please click on the following link:	
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	Username: 1915849@mvrht.com1		
	Please do not reply to this email. If you requ	ire further assistance, please send an email to CDBG@san	diego.gov
		ake note of your User Name. this I generally be your email address.	
	This message is auto-generated for noti	fication purposes only. Please do not reply. If you a	re not the person intended for receipt, please
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Economic Development Grants Management Systems (EDGrants)

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ED GRANTS CPAB (SME) REVIEW

Tutorial and Guide







GovGrants

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Q Search	~												
			Task Summary by Phase				Task Sum	mary by Due I	Date				
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Pending Tasks Completed Tasks			From the Home page, select Pending										
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Contact Us FAQs													
Resources													
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Economic Development Grants Management Systems (ED Grants)

The City of	GO	Economic Development	Grants Management Syste	Under Pending Tasks (Assigned To		Grantor Icon	Community Portal 🔫	
Q Search Search	< 	Post Awards Pending Tasks (Assigned To Me) (1) Quick Search		Me), you will find a table listing all applications that have been assigned to you for review.		To start the review process click o Start icon located under the Action column for the application you wan review.		
All	•	Ref. ID	Туре	✓ Subject	Created By	Due Date	Actions	
		AP-755-239 : San Diego	Review Application	FY19 - Community and Sonomic Development:	Michele Marano	01/29/2018		
Tasks	~	AP-755-221 : San Diego	Review Application	Community and Economic Development:	Michele Marano	01/19/2018	• <u> </u>	
Vly Tasks	^	Say-n-Do Project	Review Application	To sort applications, click on the	Michele Marano	02/11/2017	•	
ending Tasks		College Town - Expanded	Review Application	desired heading. It is recommended to	Michele Marano	02/11/2017	•	
Completed Tasks		Solar Installation Training	Review Application	view and score applications by the RFP	Michele Marano	02/11/2017		
Activities	~	Economic Empowerment	Review Application	category (subject heading).	Michele Marano	02/11/2017	•	
My Organization/Profile	~	Workshops for Warriors	Review Application	Challenge Grant: R-UUUbb/	Michele Marano	02/11/2017	•	
Manage Organization Pro	ofile	Community Sentinel Prog	Review Application	Challenge Grant: R-000666	Michele Marano	02/11/2017		
√iew Users		Post-Graduation Readine	Review Application	Challenge Grant: R-000665	Michele Marano	02/11/2017	•	
Manage Profile		College Apps Academy	Review Application	Challenge Grant: R-000664	Michele Marano	02/11/2017	•	
Reports	^	Project CHOP	Review Application	Challenge Grant: R-000663	Michele Marano	02/11/2017	•	
Application Review Score Report	e	Transforming Young Lives	Review Application	Challenge Grant: R-000662	Michele Marano	02/11/2017	•	
-		TAY Academy	Review Application	Challenge Grant: R-000661	Michele Marano	02/11/2017	•	
② Recent Items	^	Second Chance Youth Ga	Review Application	Challenge Grant: R-000660	Michele Marano	02/11/2017	•	
AP-755-217		Substance Abuse Expans	Review Application	Challenge Grant: R-000659	Michele Marano	02/11/2017		
AP-755-221		BLOK Artz Social Enterprise	Review Application	Challenge Grant: R-000658	Michele Marano	02/11/2017	•	
AP-755-218		Ocean Leaders	Review Application	Challenge Grant: R-000657	Michele Marano	02/11/2017		
Technical Suppor	rt 🔨	Successful Transitions for	Review Application	Challenge Grant: R-000656	Michele Marano	02/11/2017		
		CONNECT2Careers	Review Application	Challenge Grant: R-000655	Michele Marano	02/11/2017		
Contact Us FAQs		Words and Music	Review Application	Challenge Grant: R-000654	Michele Marano	02/11/2017	•	

GovGrants

Resources

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Economic Development Grants Management Systems (ED Grants)

Grantor Icon Community Portal -

The City of SAN DIEGO

Economic Development Grants Management System

NOTE: You can close the side navigation menu by clicking on the arrow. This will enlarge the review edit page for better visualization. Click on it again to open the left navigation menu.

> Pending Tasks Completed Tasks Activities ~ My Organization/Profile ~ Manage Organization Profile View Users Manage Profile Reports ~ Application Review Score Report O Recent Items ~ AP-755-221 AP-755-218







The City of SAN DIEGO	Economic Development Grants Management System	💦 Grantor Icon Community Portal 👻 🧕 🔻
<	Post Awards	
Q Search	CONSOLIDATED PLAN ADVISORY BOARD FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM Category: COMMUNITY & ECONOMIC DEVELOPMENT Step 3: CPAB/External Review Panel	Submit
Search Q	Step 5. CFADIEXternal Review Panel	
All		
🖬 Tasks 🔥	Conflict Of Interest	
My Tasks	By scoring this RFP response, I certify that I do not have a conflict of interest with the applicant organization.	
Completed Tasks	I have a conflict of interest with the applicant organization and will, therefore, recuse myself from scoring this RFP response.	
Activities		
My Organization/Profile Manage Organization Profile	Application Information To view organization details and certify a lack of conflict of interest, click on the	
View Users	Application ID AP-755-221 Application name. This will open a new tab	
Manage Profile Reports	Applicant Organization Name ① San Diego Housing Commission	
Application Review Score Report O Recent Items	REP Minimum Limit	
AP-755-221	\$560,000 \$50,000 RFP Maximum Limit Maximum Agency Funding Limit	
AP-755-239 AP-755-217	\$1,250,000 \$10,000,000	
AP-755-217 AP-755-218	Agency Remaining Amount Overall Score \$9,600,000 78	
Technical Support	▲ 1. Project Characteristics (30 Points)	
Contact Us FAQs Resources	 a. Applicant provides a clear project summary which includes; i. Brief description of the project including resulting activities and/or services to be provided (Max 5 Points); 2 	
% Useful Links	ii. Characteristics of Population(s) to be served (Max 5 Points); and 3	
Sandiego.gov Sandiego CDBG	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s) (Max 5 Points). 4	
	b. Applicant clearly explains the expected results of the proposed project and how it will result in the provision of a new program or the expansion/improvement of an existing program (Max 5 Points). 5	





The City of SAN DIEGO	Economic Development Grants	Management System				Regrantor I	^{con} Community Portal ▼	0-
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Manage Organization Profile								
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Contact Us								





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Q Search	^	Appreador mormador	
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Search	Q	AP-755-217	Jan 12 - Demo - Public Services
All	Ŧ	Applicant Organization Name (1	NOFA ID (1)
Tasks		San Diego Housing Commission	AN-755-052
	^		
My Tasks Pending Tasks	^	Requested Amount (1)	RFP Minimum Limit
Completed Tasks		\$230,000	\$50,000
Activities	~	RFP Maximum Limit	Maximum Agency Funding Limit
My Organization/Profile	^	\$1,605,000	\$10,000,000
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Application Review Score			Upon clicking on the Edit button, the system
Report	_	▲ 1. Project Characteristics (30 Points)	will display the Review Form in edit mode.
O Recent Items	^	*a. Applicant provides a clear project summary which includes:	Make sure you review the Application
AP-755-221		i. Brief description of the project including resulting activities and/or services to be provided;	Information, and complete all questions under
AP-755-218		None ▼ *ii. Characteristics of Population(s) to be served; and	each scoring category. Note that all fields
Technical Support	t 🔨	None T	marked with a red asterisk are required.
	_	*iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s).	
Contact Us FAQs		None •	
Resources		*b. Applicant clearly explains the expected results of the proposed project and how it will result in the provision of a new S	Service or the expansion of an existing service.
S Useful Links		None T	
		*c. Applicant clearly identifies the goal(s) of the project and describes how these goals will be metNone ▼	
Sandiego.gov	-		





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The City of SAN DIEGO	Economic Development Grants Management System) -
	Post Awards A 4. Organizational Capacity (12 Points)	
Q Search Search Q All ▼ Tasks My Tasks	 *a. Organization Project Experience: Applicant describes their experience in successfully implementing projects of similar scope and of comparable complexity. -None- • *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. -None- • *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. -None- • 	
Pending Tasks	▲ 5. Budget (18 Points)	
Completed Tasks Activities My Organization/Profile Manage Organization Profile View Users Manage Profile Reports Application Review Score Report C Recent Items AP-755-221 AP-755-218	 *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. -None- • *b. Budget for project clearly identifies all sources of funding for the total project costs. -None- • *c. Budget clearly details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items. -None- • * Comment Please provide comments that will assist organizations in future applications with either specific or general recommendations on positive areas, adjustments needed or areas that are lacking. 	
Technical Support	Cancel Save	
Contact Us FAQs Resources	Sandiego.gov Privacy Policy Disclaimers Accessibility	
	Grants	



The City of	GO	Economic Development Grants Management System		Grantor Icon	Community Portal 🔻	0
	<	Post Awards				
Q Search	~		\$10,000,000			
Search	Q	Agency Remaining Amount \$9,600,000	Overall Score 63			
All	٣	▲ 1. Project Characteristics (30 Points)				
E Tasks	^	 Applicant provides a clear project summary which includes: Brief description of the project including resulting activities and/or services to be provided 	I (Max 5 Points);			
Application Tasks	^	4				
Pending Tasks		ii. Characteristics of Population(s) to be served (Max 5 Points); and				
Completed Tasks		5				
Activities	~	iii. The critical need(s) that will be addressed including how other resources are not availab	le to meet the need(s) (Max 5 Points).			
RFQ Applications	^	4				
View RFQ Applications		b. Applicant clearly explains the expected results of the proposed project and how it will results	sult in the provision of a new program or the expansion/improvement of an existing program	(Max 5 Points).		
View Submitted RFQ App	plications	2				
View Approved RFQ App	lications	c. Applicant clearly identifies the goal(s) of the project and describes how these goals will b	e met (Max 5 Points).			
RFP Applications	~	2				
View RFP Applications		d. Applicant clearly identifies the results of the project.	Upon saving the review you will be able to			
View Submitted RFP App	olications	Number of unduplicated City of San Diego businesses to be assisted (Max 5 Points).	view each section and the associated total			
O Recent Items	~	4 Total	scores. It is recommended that you save and review your scores prior to submitting a final			
R-001151		21	response.			
AP-755-239						
R-001129		▲ 2. Project Specifics (18 Points)				



Economic Development Grants Management Systems (ED Grants)

The City of	FGO	Economic Development Grants Management System	😹 Grantor Icon Community Portal 👻 🧧
	<	Post Awards	
Q Search	Q	CONSOLIDATED PLAN ADVISORY BOARD FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM CATEGOTY: PUBLIC SERVICES Step 3: CPAB/External Review Panel	Upon saving, the system will make the Submit button available for you. Note
All	·	Conflict Of Interest	that the system will not let you submit if you do not enter all required data as indicated by the red asterisks. ONLY
My Tasks Pending Tasks Completed Tasks	^	By scoring this RFP response, I certify that I do not have a conflict of interest with the applicant organization.	CLICK on the Submit button when you are ready to Submit your scores to the City. Once you submit, you CANNOT
Activities	~	I have a contrict or interest with the applicant organization and will, therefore, recuse myself from scoring this RFP respo	change your score.
My Organization/Profil Manage Organization I		Application Information	
View Users Manage Profile		Application ID AP-755-217	Application Title Jan 12 - Demo - Public Services
Reports Application Review Sc Report	ore	Applicant Organization Name (3) San Diego Housing Commission	NOFA ID ③ AN-755-052
O Recent Items	~	Requested Amount 🕄 \$230,000	RFP Minimum Limit \$50,000
AP-755-221 AP-755-218		RFP Maximum Limit \$1,605,000	Maximum Agency Funding Limit \$10,000,000
Technical Supp	oort 🔨	Agency Remaining Amount \$9,600,000	Overall Score 40
Contact Us		▲ 1. Project Characteristics (30 Points)	
FAQs Resources	~	 a. Applicant provides a clear project summary which includes: i. Brief description of the project including resulting activities and/or services to be provided; (Max 5 Points) 	

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plication Review Score	San Diego Housing Commission		AN-755-052		
port	Requested Amount		RFP Minimum Limit		
Recent Items	\$230,000		\$50,000		
°-755-221	RFP Maximum Limit \$1,605,000		Maximum Agency Funding Limit \$10,000,000		
·-755-218					



	Economic Development Grants Management Systen Reminder: If your left navigation	Grantor Icon Community Portal -
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Completed Tasks Activities My Organization/Profile	Tasks (Assigned to Me) screen.	isë:
Manage Organization Profile View Users Manage Profile	Application ID AP-755-217 Applicant Organization Name 3	Application Title Jan 12 - Demo - Public Services
Reports Application Review Score Report	San Diego Housing Commission Requested Amount ①	AN-755-052 RFP Minimum Limit
O Recent Items AP-755-221 AP-755-218	\$230,000 RFP Maximum Limit. \$1,605,000	\$50,000 Maximum Agency Funding Limit \$10,000,000
Technical Support	Agency Remaining Amount \$9,600,000	Overall Score 40
Contact Us FAQs Resources	A Project Characteristics (30 Points) a. Applicant provides a clear project summary which includes: i. Brief description of the project including resulting activities and/or services to be provided; (Max 5 Points) 5	





SAN DIEGO	Economic Development Grants Management System		Grantor Icon	Community Portal 🔻	
>	Post Awards				
Q 1	The following error(s) occurred: • Comments : Value is required.	If an error occurs, the message will be displayed at			×
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	By scoring this RFP response, I certify that I do not have a conflict of interest with the applicant organization. I have a conflict of interest with the applicant organization and will, therefore, recuse myself from scoring this RFP response.				
	▲ Application Information				
	Application ID AP-755-217	Application Title Jan 12 - Demo - Public Services			
	Applicant Organization Name (1) San Diego Housing Commission	NOFA ID (1) AN-755-052			





The City of	GO	Economic Development	Grants Management System			*	Community Portal -	
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		Challenge Grant Project	Review Application	R-000453	Stephen Maduli-Williams	01/27/2017	•	
Tasks	~	Non Profit Project	Review Application	R-000454	Stephen Maduli-Williams	01/27/2017	•	
My Tasks	~	Sustanability Project	Review Application	R-000456	Stephen Maduli-Williams	01/27/2017		
Pending Tasks		Taulaura		R-000457	Stephen Maduli-Williams	01/27/2017		
Completed Tasks			ary report for all the RFP ave reviewed, you can	R-000458	Stephen Maduli-Williams	01/27/2017		
Activities	•		Application Review	R-000459	Stephen Maduli-Williams	01/27/2017		
- Activities	^		e recommend you	R-000460	Stephen Maduli-Williams	01/27/2017		
My Organization/Profile	^		t once scores have been	R-000461	Stephen Maduli-Williams	01/27/2017		
Manage Profile			alizing and submitting	R-000462	Stephen Maduli-Williams	01/27/2017		
Reports	^	your scores to the	e City.	R-000463	Stephen Maduli-Williams	01/27/2017		
Application Review Score	Report	Economic Developement Pr	. Review Application	R-000464	Stephen Maduli-Williams	01/27/2017		
		Challenge Grant Project	Review Application	R-000465	Stephen Maduli-Williams	01/27/2017		
 Recent Items 	~	App-NIr	Review Application	Early-Stage Development Accelerator: R-000645	Michele Marano	02/11/2017		
Technical Support	•						Page 1 of 1	
S Useful Links	~							
			-					

A Pending Tasks (Assigned By Me) 🕚





The **External Review Score Report** will display all RFP responses that you have reviewed with their corresponding **Summary Ratings**. We expect this report to provide you a perspective with regards to the ratings you have assigned.

The **External Review Score Report** is filtered as follows: 1. NOFA 1.1 RFP Type 1.1.1 Applications

In this example, we have two NOFAs.

The first NOFA (Early-Stage..) has one RFP type with two RFP responses.

The second NOFA (FY 2018 CDBG..) has two RFP types each with one RFP response.

Grouped By: NOFA Name RFP Type Nam Sorted By: NOFA Name +	Printable View Export De	Date Field Review Due Date		Range Custom To	
AP-755-086 TEst -app 1 NOFA Name: FY 2018 CDBG Program (2 record RFP Type Name: Nonprofit Capital Improveme <u>AP-755-069</u> Housing Development	rpe Name + ication Title Application celerator (2 records)	n: Requested Amount Summ	ary Rating 🔸		
NOFA Name: FY 2018 CDBG Program (2 record RFP Type Name: Nonprofit Capital Improveme <u>AP-755-069</u> Housing Development		\$0	37.00		
RFP Type Name: Nonprofit Capital Improveme <u>AP-755-069</u> Housing Development		\$0	30.00		
AP-755-069 Housing Development	ecords)				
	ovement Projects / Housin	g Rehabilitation (1 record)			
	ment Project	\$244,000	30.00		
	(k				
AP-755-075 Sustainbility Project		\$110,001	69.00		
Grand Totals (4 records)	lect				



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This completes the CPAB (SME) Review tutorial and guide.

