

CONSOLIDATED PLAN ADVISORY BOARD		
FISCAL YEAR 2023 CDBG APPLICATION SCORING CRITERIA		
CATEGORY: Public Services		
		Overall Score: 100
Category	Criteria	Maximum Score
1. Organization Capacity	a. Organization Project Experience: Applicant describes their experience in successfully implementing projects of similar scope and comparable complexity	5
	b. Organization Experience w/ LMI clients: Applicant has experience in providing services to LMI residents or presumed 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	3
	d. Impact of COVID-19 Pandemic: Applicant describes how the COVID-19 pandemic may have impacted the organization's operations, how organizational capacity may have been affected, and how the organization adapted to continue to provide services to clients.	1
	Total points for Section 1:	
2. Project Characteristics	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	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 services, 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 and describes how the project is providing or will provide an impact	
	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 procedures	5
	d. Project Results: Applicant indicates the number of unduplicated COSD individuals, total number of LMI anticipated to be served below 80% AMI, and provides clear methodology on determining anticipated outcomes	5
Total points for Section 2:		28

Category	Criteria	Maximum Score
3. Project Specifics	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:	
	i. The quantity and duration of each of these services;	5
	ii. 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	5
	iii. 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	4
	iv. A cost per beneficiary amount is provided and specifics are given on how costs are warranted	4
	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	4
	Total points for Section 3:	
4. Project Benefits	a. Applicant describes how the project will provide services to high need populations and results in a positive impact for LMI individuals; provides references used for this determination; describes a success story or successful outcome. Applicant provides proof of positive impact through success story testimonial, annual report, and/or marketing/promotional materials. Collateral material is optional. Public Service project must be considered a Low and Moderate Income Limited Clientele Activity (LMC) by serving one of the following populations:	10
	i. Presume LMI clientele as defined by HUD; or	
	ii. Direct Benefit to LMI persons based on compliance with HUD income limits through documented family size and income	
	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, Opportunity Zone, or Promise Zone.*	2
	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, Opportunity Zone, or Promise Zone.*	3
d. Impact of COVID-19 Pandemic: Applicant describes how the COVID-19 pandemic may have impacted service delivery to clients, and gives examples on how the organization adjusted the project to ensure continued service delivery during the pandemic.	1	
Total points for Section 4:		16

Category	Criteria	Maximum Score						
5. Budget	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. Organization identifies how receiving award can be used to leverage in applying and/or receiving additional funding from other sources.	5						
	b. Budget for project identifies all sources of funding for the total project costs	3						
	c. Budget details uses of funds (City of SD CDBG and non CDBG funds) by outlining eligible budget line items to be used to support project implementation	5						
	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:	5						
	<table border="1"> <tr> <td>0%-5%=0 points</td> <td>41%-60%=3 points</td> <td rowspan="3">Total points for Section 5:</td> </tr> <tr> <td>6%-20%=1 point</td> <td>61%-80%=4 points</td> </tr> <tr> <td>21%-40%=2 points</td> <td>81%-100%=5 points</td> </tr> </table>	0%-5%=0 points	41%-60%=3 points	Total points for Section 5:	6%-20%=1 point	61%-80%=4 points	21%-40%=2 points	81%-100%=5 points
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		CDD Score						
6. Project Eligibility & Performance Indicators	a. Project Eligibility:							
	i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements	1						
	ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements	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 program. These are subtractive points from maximum 100 point score, determined by performance levels.	0						
	*Due to COVID-19 pandemic organizations will not receive a deduction. Please note, CPAB may review past performance to evaluate other sections of application.							
Total points for Section 6:		2						

CONSOLIDATED PLAN ADVISORY BOARD		
FISCAL YEAR 2023 CDBG APPLICATION SCORING CRITERIA		
CATEGORY: Economic Development		
		Overall Score: 100
Category	Criteria	Maximum Score
1. Organization Capacity	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 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
	d. Impact of COVID-19 Pandemic: Applicant describes how the COVID-19 pandemic may have impacted the organization's operations, how organization capacity may have been affected, and how the organization may have adapted to ensure continued service delivery.	1
	Total points for Section 1:	
2. Project Characteristics	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	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 and describes how the project is providing or will provide an impact	
	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 procedures	5
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	5	
Total points for Section 2:		28

Category	Criteria	Maximum Score
3. Project Specifics	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:	
	i. The quantity and duration of each of these services;	5
	ii. 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	5
	iii. 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	4
	iv. A cost per beneficiary amount is provided and specifics are given on how costs are warranted	4
	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	4
	Total points for Section 3:	
4. Project Benefits	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 business owners; provides references used for this determination; describes a success story or successful outcome. Applicant provides proof of positive impact through success story testimonial, annual report, and/or marketing/promotional materials. Collateral material is optional. CED projects must be considered a LMI limited clientele activity (LMC) or LMI Microenterprise Development (LMCMC) by providing direct benefits to LMI persons. Applicant also describes what the anticipated percentage of clients to compete program are able to open a business. Applicant can identify historical data with clear tracking and monitoring methods	10
	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, Opportunity Zone, or Promise Zone.	3
	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, Opportunity Zone, or Promise Zone.*	3
	d. Impact of COVID-19 Pandemic: Applicant describes how the COVID-19 pandemic may have impacted service delivery to clients, and gives examples on how the organization adjusted the project to ensure continued service delivery during the pandemic.	1
	Total points for Section 4:	

Category	Criteria	Maximum Score						
5. Budget	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. Organization identifies how receiving award can be used to leverage in applying and/or receiving additional funding from other sources.	5						
	b. Budget for project identifies all sources of funding for the total project costs	3						
	c. Budget details uses of funds (City of SD CDBG and non CDBG funds) by outlining eligible budget line items to be used to support project implementation	5						
	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:	5						
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		18						
6. Project Eligibility & Performance Indicators	a. Project Eligibility:							
	i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements	1						
	ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements	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 program. These are subtractive points from maximum 100 point score, determined by performance levels.	0						
	<i>*Due to COVID-19 pandemic organizations will not receive a deduction. Please note, CPAB may review past performance to evaluate other sections of application.</i>							
	Total points for Section 6:	2						

CONSOLIDATED PLAN ADVISORY BOARD		
FISCAL YEAR 2023 CDBG APPLICATION SCORING CRITERIA		
CATEGORY: Nonprofit Facility Improvements		
		Overall Score: 100
Category	Criteria	Maximum Score
1. Organization Capacity	a. Organization Project Experience:	
	i. Applicant describes their experience in successfully implementing projects of similar scope and comparable complexity. Applicant lists any CDBG related construction project with allocation amount, year completed, and result of improvements.	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 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
	d. Impact of COVID-19 Pandemic: Applicant describes how the COVID-19 pandemic may have impacted the organization's operations, how organization capacity may have been affected, and how the organization may have adapted to ensure continued service delivery. Applicant acknowledges higher costs of supplies and overall increase of construction costs.	1
	Total points for Section 1:	
2. Project Characteristics	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	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 services, 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 and describes how the project is providing or will provide an impact	
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 procedures	5	
d. Project Results: Applicant indicates the number of unduplicated COSD individuals, total number of LMI anticipated to be served below 80% AMI, and provides clear methodology on determining anticipated outcomes	5	

Category	Criteria	Maximum Score
	Total points for Section 2:	28
3. Project Specifics	a. Contract Execution Readiness: Extent to which the proposed project is ready to proceed by the following details:	
	i. Applicant explains how the total amount of CDBG funds requested is justified by accurate cost estimations with a professional consultation from architect ; (if 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.	3
	ii. Applicant describes existing construction/architectural plans and demonstrates a knowledge of all applicable permits required fore the proposed project. If permits not needed, applicant provides documentation for basis of that determination. Applicant can show a Facility Needs Assessment that could be attached to their Proposal.	5 <i>CDD score</i>
	b. Project Schedule: Applicant describes how the project will be completed and funds expended within the required 24-month timeline specifying key milestones. Applicant needs to acknowledge that each permit or construction requirement not completed at the time of RFP submittal, will need to be accounted for in the proposed project timeline.	
	a. Permitting and design completion <i>(may take 3-6 months)</i>	6
	b. Project will be released for bid <i>(may take 3-6 months)</i>	
	c. Construction contract awarded <i>(may take 3-6 months)</i>	
	d. Anticipated Construction Timeline	
	e. 100% expenditure level	
	f. Project completion, beneficiaries reported (National Objective met),and close out report approved by CDD Program staff	
	Total points for Section 3:	14
4. Project Benefits	a. Applicant describes how the project will provide services to high need populations and results in a positive impact for LMI individuals; provides references used for this determination; describes a success story or successful outcome. Applicant provides proof of positive impact through success story testimonial, annual report, and/or marketing/promotional materials. Collateral material is optional. Construction projects must be considered an LMI Clientele Activity (LMC) by serving one of the following populations:	13
	i. Presume LMI clientele as defined by HUD; or ii. Direct Benefit to LMI persons based on compliance with HUD income limits through documented family size and income	
	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, Opportunity Zone, or Promise Zone.*	3 <i>CDD Score</i>

Category	Criteria	Maximum Score										
	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, Opportunity Zone, or Promise Zone.*	2										
	d. Impact of COVID-19 Pandemic: Applicant describes how the COVID-19 pandemic may have impacted service delivery to clients, and gives examples on how the organization adjusted the project to ensure continued service delivery during the pandemic.	1										
	Total points for Section 4:	19										
5. Budget	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. Applicant may attach their 5 year maintenance plan. Organization identifies how receiving award can be used to leverage in applying	7										
	b. Budget for project identifies all sources of funding for the total project costs	5										
	c. Budget details uses of funds (City of SD CDBG and non CDBG funds) by outlining eligible budget line items to be used to support project implementation	3										
	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:	7										
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Total points for Section 5:		22										
	CDD Score											
6. Project Eligibility & Performance Indicators	a. Project Eligibility:											
	i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements	1										
	ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements	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 program. These are subtractive points from maximum 100 point score, determined by performance levels:	0										
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	Total points for Section 6:		2									