



THE CITY OF SAN DIEGO

## CONSOLIDATED PLAN ADVISORY BOARD

### MEETING AGENDA

For:

*THURSDAY, SEPTEMBER 8, 2011, 9:00 – 11:00 A.M.  
SPECIAL MEETING*

CIVIC CENTER PLAZA, 4<sup>TH</sup> FLOOR (PLEASE NOTE CHANGE IN LOCATION)  
1200 THIRD AVENUE, SAN DIEGO, CA 92101

1. **Call to Order**
2. **Approval of Minutes – 9:00**
3. **Public Comment – 9:05**

Public comment may be made on any subject pertaining to the Consolidated Plan Advisory Board. Presenters have two (2) minutes.

4. **Discussion Item: 9:20**

Discuss Scoring Criteria for the FY2013 Community Development Block Grant (CDBG) Application Process

5. **Regular meeting dates (schedule) – 10:58**

6. **Adjournment – 11:00**

Unfinished business shall be tabled and placed on the agenda of the following meeting.

**THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.**

To request an alternative format, or to request a sign language or oral interpreter for the meeting, please contact the Meeting Coordinator in the Economic Development Division at least five (5) working days before the meeting at (619) 236-6700 to ensure availability. Assistive Listening Devices (ALDs) are available for the meeting upon request.

**DRAFT**  
**FY 2013 CDBG APPLICATION SCORING CRITERIA**  
**Strikeout Version**

<b>APPLICATION REQUIREMENTS</b> <i>(This section will be completed by CDBG Program staff prior to Board Review)</i>		<b>YES</b>	<b>NO</b>
1.	<i>All submission instructions were followed with no missing documents and/or no extraneous materials provided.</i>		
2.	<i>All submission requirements have been met; no missing documents.</i>		
3.	<i>One clipped original, signed in blue ink and nine stapled copies of the application form have been submitted, with all completed pages in the right order.</i>		
4.	<i>Applicant addressed every question in the application; application contains complete information, with N/A listed only for information that is not-applicable.</i>		
5.	<i>Application was signed by authorized Agency representative and Board approval of submittal documentation provided.</i>		
6.	<i>CDBG funds are an appropriate resource for the project.</i>		
7.	<i>For CIP Construction Projects, Phase I Environmental Assessment has been completed; no environmental issues identified.</i>		
8.	<i>For CIP Construction Projects, Construction plans and specifications have been completed and approved by all appropriate local agencies.</i>		
9.	<i>For CIP Applications, demonstrates that project will complete within 18 months from the date of allocation, per Council Policy 700-02.</i>		
10.	<i>For Direct Services Projects, services can be implemented by July 1, 2012; demonstrates that proposed services and outcomes will complete by June 30, 2013 for Public Services projects and within one year for all other Direct Services projects.</i>		
11.	<i>For Direct Services Projects, provides evidence of sustainability for future program years.</i>		

~~This form~~ The following table lists the maximum score an applicant can receive, along with the review criteria for each section. For these sections, we suggest a close review of your application response in regards to the review criteria below.

<b>MAXIMUM POINTS</b> <b>100</b>	<b>GENERAL APPLICATION REVIEW CRITERIA</b>
5	<p><b>DOCUMENT SUBMITTAL</b></p> <ul style="list-style-type: none"> <li>● <del>(1) All submission instructions were followed with no missing documents and/or no extraneous materials provided</del></li> <li>● <del>(1) All submission requirements have been met; no missing documents</del></li> <li>● <del>(1) One clipped original, signed in blue ink and eight stapled copies of the application form have been submitted, with all completed pages in the right order</del></li> <li>● <del>(1) Applicant addressed every question in the application; application contains complete information, with N/A listed only for information that is not applicable.</del></li> <li>● <del>(1) Application was signed by authorized Agency representative and Board approval of submittal documentation provided.</del></li> </ul>
10	<p><b>1. RELATIONSHIP TO CONSOLIDATED PLAN GOALS</b></p> <ul style="list-style-type: none"> <li>● <del>(2) Activity/Project meets a HUD national objective</del></li> <li>● <del>(2) Activity/Project meets one of the City's Consolidated Plan Goals</del></li> <li>● <del>(3) (a) Activity/Project meets a high level ranked priority set by City Council for FY 2013</del></li> <li>● <del>(3) (b) Activity/Project addresses one of the unmet Consolidated Plan goals/performance measurements not met</del></li> </ul>

10	<p>2. PROJECT BENEFIT TO LOW AND MODERATE INCOME (LMI)</p> <ul style="list-style-type: none"> <li>• <del>(1)</del> (a) Activity/Project is located in, and provides services to LMI City residents within an eligible CDBG census tract</li> <li>• <del>(2)</del> (b) Activity/Project and services are accessible to LMI City residents located within multiple (4 or more) eligible CDBG census tracts</li> <li>• <del>(4)</del> (c) Activity/Project and services are accessible to City residents located within the highest LMI concentration census tracts</li> <li>• <del>(3)</del> (d) Activity/Project serves a high percentage of low-income, City of San Diego residents</li> </ul>
15	<p>3. PROJECT OUTCOMES/EFFECTIVENESS</p> <ul style="list-style-type: none"> <li>• <del>(1) Application clearly identifies and describes one or more measurable project outcomes</del></li> <li>• <del>(1) Outcome addresses a CDBG goal/objective</del></li> <li>• <del>(2)</del> (a) Provides a clear description of each objective to be achieved and are <del>reasonable for</del> <i>consistent with</i> the scope of the project</li> <li>• <del>(2)</del> (b) Provides a clear description of the target population <del>to that will</del> <i>achieve</i> each objective</li> <li>• <del>(2)</del> (c) Provides a high <del>number of LMI City residents to benefit to the City from the project/activity</del> in relation to the amount of funds and type of service</li> <li>• <del>(2)</del> (d) Demonstrates how outcome will impact the population and/or community affected by an unmet need</li> <li>• <del>(1)-(e)</del> (e) Demonstrates that each objective can be achieved within the FY 2013 period</li> <li>• <del>(2)</del> (f) Each objective listed is supported by clear measurement methods and appear to be <del>challenging, yet realistic</del> <i>achievable</i></li> <li>• <del>(2)</del> (g) Applicant offers a new needed service; access to an existing service by new clients who did not previously have access; or, if seeking increased funding, confirmation that a quantifiable increase in service will be provided to LMI City residents</li> </ul>
25	<p>4. PROJECT ACTIVITIES/TIMELINESS</p> <ul style="list-style-type: none"> <li>• <del>(4)</del> (a) Provides a clear description of the scope of the project and details the specific tasks/activities to be accomplished; well-defined project with <del>realistic</del> <i>achievable</i> implementation plan</li> <li>• <del>(4)</del> (b) Project does not charge client fees or clearly provides proper justification for any client fees charged</li> </ul> <p><i>For CIP Projects, some of the factors may include the following (max 20 points):</i></p> <ul style="list-style-type: none"> <li>• <del>Phase I Environmental Assessment has been completed; no environmental issues identified</del></li> <li>• <del>Construction plans and specifications have been completed and approved by all appropriate local agencies</del></li> <li>• (c) Developer/construction manager to be utilized has previous development/construction experience with similar type construction activity funded with federal funds</li> <li>• (d) Construction timeline and schedule well-documented</li> <li>• (e) Construction is ready to start pending the selection and award of the general contractor within ninety (90) calendar days from the CDBG contract execution; <del>demonstrates that project will complete within 18 months from the date of allocation, per Council Policy 700-02</del></li> <li>• (f) Project scope addresses identified and documented health, safety, and/or ADA problems</li> <li>• (g) Clearly demonstrates how the completed work will be maintained for a period of not less than five (5) years after termination of Agreement with the City</li> </ul> <p><i>For Direct Services Projects, some of the factors may include the following (max 20 points):</i></p> <ul style="list-style-type: none"> <li>• Demonstrates a clear alignment or connection between the needs identified and the intended objectives/results</li> <li>• Provides the number of unduplicated clients to receive each identified service</li> <li>• Annual cost per clients is <del>less than \$1,000</del> <i>justifiable</i></li> <li>• Project scope addresses unmet needs and is not duplicative of other services</li> <li>• Demonstrates <del>collaboration with existing programs and services;</del> collaborative efforts with other service providers in the area <i>to maximize benefit to clients served</i></li> <li>• <del>Services can be implemented by July 1, 2012; demonstrates that proposed services and outcomes will complete by June 30, 2013 for Public Services projects and within one year for all other Direct Services projects</del></li> <li>• <del>Provides evidence of sustainability for future program years</del></li> </ul>
20	ORGANIZATIONAL CAPACITY/CAPABILITY/TRACK RECORD

	<ul style="list-style-type: none"> <li>• (1) Identifies staff responsible for ensuring project oversight and evaluation, as well as what evaluation tools will be used</li> <li>• <del>(2) Demonstrates adequacy of staff positions involved in fiscal and programmatic reporting</del></li> <li>• (1) Demonstrates quality methodology and capacity to evaluate the success of the proposed project and whether each objective was accomplished</li> <li>• (3) Demonstrates management and fiscal staff resources with skills, experience and/or appropriate credentials to administer and conduct an accountable and responsible project</li> <li>• (2) Clearly demonstrates quality experience and accomplishments in providing services to LMI City residents and/or communities</li> <li>• (5) Demonstrates evidence/documentation of an acceptable and accountable management and financial system that minimizes any opportunity for fraud, waste or mismanagement (i.e. staff duties are diversified, conflict of interest policy is enforced, the Board of Directors consists of diverse community representation, well-established sound fiscal management system, ability to identify/track CDBG funds/clients assisted separately from other funding sources, etc.)</li> <li>• (3) Provides confirmed evidence of successful past project performance or success in initiating, maintaining, and completing similar projects or projects of similar magnitude with <i>CDBG funds and/or other funding sources</i>; consistently met its program goals</li> <li>• (3) Demonstrates appropriate level of licensing or site control</li> </ul>
15	<p><b>BUDGET JUSTIFICATION &amp; LEVERAGE OF FUNDS</b></p> <ul style="list-style-type: none"> <li>• (2) Provides a budget that is clearly detailed, well-defined and clearly supports the proposed scope of the project</li> <li>• (3) The CDBG funds requested represents less than 30% of the overall project or activity costs, budget and cost estimates are well documented</li> <li>• (5) Provides secured documented funding from other sources to implement the project <del>in</del> on July 1, 2012 and complete the project/activity as proposed by June 30, 2013</li> <li>• <del>(3) Funding request is realistic and budget/expenses are reasonable</del></li> <li>• <del>(2) CDBG funds are an appropriate resource for the project</del></li> </ul>

**DRAFT**  
**Clean Version**  
**FY 2013 CDBG APPLICATION SCORING CRITERIA**

<b>APPLICATION REQUIREMENTS</b> <b>(This section will be completed by CDBG Program staff prior to Board Review)</b>		<b>YES</b>	<b>NO</b>
1.	All submission instructions were followed with no missing documents and/or no extraneous materials provided.		
2.	All submission requirements have been met.		
3.	One clipped original, signed in blue ink and nine stapled copies of the application form have been submitted, with all completed pages in the correct order.		
4.	Applicant addressed every question in the application; application contains complete information, with N/A listed only for information that is not-applicable.		
5.	Application was signed by authorized Agency representative and Board approval of submittal documentation provided.		
6.	CDBG funds are an appropriate resource for the project.		
7.	For CIP applications, Phase I Environmental Assessment has been completed; no environmental issues identified.		
8.	For CIP applications, Construction plans and specifications have been completed and approved by all appropriate local agencies.		
9.	For CIP Applications, demonstrates that project will complete within 18 months from the date of allocation, per Council Policy 700-02.		
10.	For Direct Services Projects, services can be implemented by July 1, 2012; applicant demonstrates that proposed services and outcomes will complete by June 30, 2013 for Public Services projects and within one year for all other Direct Services projects.		
11.	For Direct Services Projects, applicant provides evidence of sustainability for future program years.		

The following table lists the maximum score an applicant can receive, along with the review criteria for each section. For these sections, we suggest a close review of your application response in regards to the review criteria below.

<b>MAXIMUM POINTS</b> <b>100</b>	<b>APPLICATION REVIEW CRITERIA</b>
10	<p><b>1. RELATIONSHIP TO CONSOLIDATED PLAN GOALS</b></p> <p>(a) Activity/Project meets a high level ranked priority set by City Council for FY 2013</p> <p>(b) Activity/Project addresses one of the unmet Consolidated Plan goals</p>

10	<p><b>2. PROJECT BENEFIT TO LOW AND MODERATE INCOME (LMI)</b></p> <ul style="list-style-type: none"> <li>(a) Activity/Project is located in, and provides services to LMI City residents within an eligible CDBG census tract</li> <li>(b) Activity/Project and services are accessible to LMI City residents located within multiple (4 or more) eligible CDBG census tracts</li> <li>(c) Activity/Project and services are accessible to City residents located within the highest LMI concentration census tracts</li> <li>(d) Activity/Project serves a high percentage of low-income, City of San Diego residents</li> </ul>
15	<p><b>3. PROJECT OUTCOMES/EFFECTIVENESS</b></p> <ul style="list-style-type: none"> <li>(a) Provides a clear description of each objective to be achieved and is consistent with the scope of the project</li> <li>(b) Provides a clear description of the target population that will achieve each objective</li> <li>(c) Provides a high benefit to the City in relation to the amount of funds and type of service</li> <li>(d) Demonstrates how outcomes will impact the population and/or community affected by an unmet need</li> <li>(e) Demonstrates that each objective can be achieved within the FY 2013 period</li> <li>(f) Each objective listed is supported by clear measurement methods and appear to be achievable</li> <li>(g) Applicant offers a new needed, or unduplicated service; access to an existing service by new clients who did not previously have access; or, if seeking increased funding, confirmation that a quantifiable increase in service will be provided to LMI City residents</li> </ul>
25	<p><b>4. PROJECT ACTIVITIES/TIMELINESS</b></p> <ul style="list-style-type: none"> <li>(a) Provides a clear description of the scope of the project and details the specific tasks/activities to be accomplished; it is a well-defined project with an achievable implementation plan</li> <li>(b) Project does not charge client fees or clearly provides proper justification for any client fees charged</li> </ul> <p>For CIP Projects, some of the factors may include the following (max 20 points):</p> <ul style="list-style-type: none"> <li>(c) Developer/construction manager to be utilized has previous development/construction experience with similar type construction activity funded with federal funds</li> <li>(d) Construction timeline and schedule well-documented</li> <li>(e) Construction is ready to start pending the selection and award of the general contractor within ninety (90) calendar days from the CDBG contract execution</li> <li>(f) Project scope addresses identified and documented health, safety, and/or ADA problems</li> </ul>

	<p>(g) Clearly demonstrates how the completed work will be maintained for a period of not less than five (5) years after termination of Agreement with the City</p> <p>For Direct Services Projects, some of the factors may include the following (max 20 points):</p> <p>(h) Demonstrates a clear alignment or connection between the needs identified and the intended objectives/results</p> <p>(i) Provides the number of unduplicated clients to receive each identified service</p> <p>(j) Annual cost per client is justifiable</p> <p>(k) Project scope addresses unmet needs and is not duplicative of other services</p> <p>(l) Demonstrates collaborative efforts with other service providers in the area to maximize benefit to clients served</p>
20	<p><b>5. ORGANIZATIONAL CAPACITY/CAPABILITY/TRACK RECORD</b></p> <p>(a) Identifies staff responsible for ensuring project oversight and evaluation, as well as what evaluation tools will be used</p> <p>(b) Demonstrates quality methodology and capacity to evaluate the success of the proposed project and whether each objective was accomplished</p> <p>(c) Demonstrates management and fiscal staff resources with skills, experience and/or appropriate credentials to administer and conduct an accountable and responsible project</p> <p>(d) Clearly demonstrates quality experience and accomplishments in providing services to LMI City residents and/or communities</p> <p>(e) Demonstrates evidence/documentation of acceptable and accountable management and financial systems that minimize any opportunity for fraud, waste or mismanagement (i.e. staff duties are diversified, conflict of interest policy is enforced, the Board of Directors consists of diverse community representation, well-established sound fiscal management system, ability to identify/track CDBG funds/clients assisted separately from other funding sources, etc.)</p> <p>(f) Provides confirmed evidence of successful past project performance or success in initiating, maintaining, and completing similar projects or projects of similar magnitude with CDBG funds and/or other funding sources; consistently met its program goals</p> <p>(g) Demonstrates appropriate level of licensing or site control</p>
15	<p><b>6. BUDGET JUSTIFICATION &amp; LEVERAGE OF FUNDS</b></p> <p>(a) Provides a budget that is clearly detailed, well-defined and clearly supports the proposed scope of the project</p> <p>(b) The CDBG funds requested represents less than 30% of the overall project or activity costs, budget and cost estimates are well documented</p> <p>(c) Provides secured documented funding from other sources to implement the project on July 1, 2012</p>