

**CDBG Review Criteria for Applications**  
**PUBLIC SERVICES AND COMMUNITY ECONOMIC DEVELOPMENT PROJECTS**

Category	Criteria	Maximum Score
<b>1. Project Characteristics</b>	<p><b>a.</b> Applicant provides a clear project summary which includes:</p> <ul style="list-style-type: none"> <li><b>i.</b> Brief description of the project including resulting activities and/or services to be provided;</li> <li><b>ii.</b> Characteristics of Population(s) to be served; and,</li> <li><b>iii.</b> Description of Geographic Areas to be served.</li> </ul>	10
	<p><b>b.</b> Applicant clearly describes:</p> <ul style="list-style-type: none"> <li><b>i.</b> The critical need(s) that will be addressed through the project;</li> <li><b>ii.</b> How other resources are not available to meet the need(s); and,</li> <li><b>iii.</b> Efforts to collaborate with other organizations to meet the need(s).</li> </ul>	10
	<p><b>c.</b> Applicant clearly explains how the proposed project will result in the provision of a new service, or the expansion/improvement of an existing service.</p>	5
	<p><b>d.</b> Applicant clearly identifies the goal(s) of the project and describes how these goals will be met.</p>	10
	<p><b>e.</b> Applicant clearly identifies the results of the project:</p> <ul style="list-style-type: none"> <li><b>i.</b> Number of unduplicated City of San Diego individuals or households to be assisted; or</li> <li><b>ii.</b> Number of unduplicated City of San Diego businesses to be assisted.</li> </ul>	5
<b>2. Organizational Capacity</b>	<p><b>a.</b> Applicant clearly describes their experience in successfully implementing projects of similar scope and of comparable complexity.</p>	5
	<p><b>b.</b> Applicant has experience in providing services and/or benefits to low-income residents (and/or other qualified CDBG beneficiaries such as seniors, illiterate adults, homeless persons, abused children and/or battered spouses).</p>	5

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<b>3. Budget</b>	Budget for project clearly identifies all sources of funding for the total project costs.	5
	Budget clearly details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.	5
	Budget clearly 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: <ul style="list-style-type: none"> <li>▪ 0%-24% (1 points)</li> <li>▪ 25%-50% (2 points)</li> <li>▪ 51% or greater (3 points)</li> </ul>	3
	Applicant has demonstrated that there are funds and a mechanism in place to ensure the project does not rely on CDBG funds for program sustainability or maintenance.	5
<b>4. Project Benefits to High-Need Areas and/or Populations [geographic targeting]</b>	<p>High-Need Areas (TBD): To be determined based on US Census Bureau and other reputable third-party data. May consider, among other factors, income level, employment status, educational attainment, poverty levels, community planning area data, and other data (for area benefit projects); and/or,</p> <p>High-Need Populations (TBD): Population served is considered high-need or highly vulnerable due to certain characteristics/factors such as income level, employment status, educational attainment, poverty levels. High-Need Populations targeted by projects may also be located in High-Need Areas (limited clientele projects)</p>	10

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5. Project Specifics	<p><b>Services to be Provided</b>  Applicant provides a listing of the services to be provided and a clear description of <b>each</b> of these services which includes, as applicable, the following details:</p> <ul style="list-style-type: none"> <li>i. The quantity and duration of each of these services (2);</li> <li>ii. The method of delivery of each of these services (2);</li> <li>iii. Details regarding whether each of these services will be provided on an individual basis (one-on-one) and/or group settings (note expected number of groups and their size) (2); and</li> <li>iv. Explain and Justify the total amount of CDBG funds requested in relation to the services provided (4).</li> </ul>	10
	<p><b>Project Scope &amp; Schedule</b></p> <ul style="list-style-type: none"> <li>i. The CDBG eligible Scope of Work and Budget demonstrates compliance with meeting National Objectives and other HUD requirements, as demonstrated by HUD Programs staff verification; (2)</li> <li>ii. Applicant has clearly described how the project will be completed within the required 12-month timeline, defining the following milestones: (10) <ul style="list-style-type: none"> <li>a. <b>Contract Execution</b></li> <li>b. <b>50% expenditure level</b></li> <li>c. <b>75% expenditure level</b></li> <li>d. <b>100% expenditure level</b></li> <li>e. <b>Project completion, beneficiaries reported (National Objective met), and close out report approved by HUD Programs staff</b></li> </ul> </li> </ul>	12

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6. Other	<p>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, ESG, HOME and HOPWA programs (performance indicators data collected from FY 2015 forward) – <i>These are subtractive points from maximum 100 point score, assigned by performance level:</i></p> <ul style="list-style-type: none"> <li>• <i>Minor deficiencies documented (-1)</i></li> <li>• <i>Moderate deficiencies documented (-2)</i></li> <li>• <i>Significant deficiencies document (-3)</i></li> </ul> <p><i>NOTE: This criteria will not be utilized for the FY 2016 RFP process, but will be tracked and utilized for the FY 2017 RFP process.</i></p>	-3