CONSOLIDATED PLAN ADVISORY BOARD FISCAL YEAR 2017 CDBG APPLICATION EVALUATION FORM
Category: COMMUNITY & ECONOMIC DEVELOPMENT

Applicant Agency:

Project Name:

Overall Score:

Reviewer's Name:

Reviewer's Signature: _____

Category	Criteria	Reviewer Score	Maximum Score
1. Project Characteristics	**a.** Applicant provides a clear project summary which includes: **i.** Brief description of the project including resulting activities and/or services to be provided;		5
	ii. Characteristics of Population(s) to be served; and		5
	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 the provision of a **new program** or the expansion/improvement of an **existing program.**		5
	c. Applicant clearly identifies the goal(s) of the project and describes how these goals will be met.		5
	d. Applicant clearly identifies the results of the project: **i.** Number of unduplicated City of San Diego individuals or households to be assisted; or **ii.** Number of unduplicated City of San Diego businesses to be assisted.		5
	Comments:	**Total:**	**Points Possible**
			30

Reviewer Initials: _____

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Category	Criteria	Reviewer Score	Maximum Score
2. Organizational Capacity	**a.** Applicant clearly describes their experience in successfully implementing projects of similar scope and of comparable complexity.		5
	b. Applicant has experience in providing services to low and moderate income residents or presumed low and moderate income CDBG beneficiaries such as seniors, illiterate adults, homeless persons, abused children and/or battered spouses.		5
	c. Describe efforts to collaborate with other service agencies, including organizations that provide similar services and resources.		5
	Comments:	**Total:**	**Points Possible**
			15
3. 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.		5
	b. Budget for project clearly identifies all sources of funding for the total project costs.		5
	c. Budget clearly details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.		5
	d. 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: ▪ 0-5% (0 points) ▪ 6%-20% (1 points) ▪ 21%-40% (2 points) ▪ 41%-60% (3 points) ▪ 61%-80% (4 points) ▪ 81%-100% (5 points)	*(HPA confirmed: % & points)*	5
	Comments:	**Total:**	**Points Possible**
			20

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Category	Criteria	Reviewer Score	Maximum Score
4. Project Benefits	**Community & Economic Development** *(Applicant should either answer a. and c. or b. and c.)* **a.** Applicant clearly describes how the project will provide services to high need populations and provides the sources used for this determination. CED projects must be considered a Low and Moderate Income limited Clientele Activity (LMC) by serving one of the following populations: i. Presumed Low Income Clientele as defined by HUD* or ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income. **OR** **b.** Low to Moderate Income Housing (LMH): Units occupied by Low and Moderate Income persons.		12
	c. Geographic Targeting: Describe efforts and strategies to target within one or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights*. **Please see the Applicant Handbook for further definitions.*		1
	Comments:	**Total:**	**Points Possible**
			13

Reviewer Initials: _____

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Category	Criteria	Reviewer Score	Maximum Score
5. Project Specifics	**a.** 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;		2
	ii. The method of delivery;		2
	iii. Details regarding whether each of these services will be provided on an individual basis and/or group settings ; and		2
	iv. Explain and justify the total amount of CDBG funds requested in relation to the services provided and any fees charged.		4
	b. Project Scope & Schedule **i.** The Scope of Work and Budget demonstrates compliance with CDBG eligibility, National Objectives and other HUD and City requirements; and	*(HPA confirmed points: __)*	2
	ii. Applicant has clearly described how the project will be completed within the required 12-month timeline, including project close out and final reporting.		10
	Comments:	**Total:**	**Points Possible**
			22

Reviewer Initials: _____

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Category	Criteria	Reviewer Score	Maximum Score
6. Performance Indicators	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 -*These are subtractive points from maximum 100 point score, designed by documented performance level:* • Minor deficiencies (-1) • Moderate deficiencies (-2) • Significant deficiencies (-3) **Performance Indicator data collected from FY 2015 forward for use in FY 18**		-3

Reviewer Initials: _____