

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



**Applicant Agency:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

<b>Overall Score:</b>  _____
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**Reviewer's Name:** \_\_\_\_\_

**Reviewer's Signature:** \_\_\_\_\_

Category	Criteria	Reviewer Score	Maximum Score
<b>1. Project Characteristics</b>	<b>a.</b> Applicant provides a clear project summary which includes: <b>i.</b> Brief description of the project including resulting activities and/or services to be provided;		5
	<b>ii.</b> Characteristics of Population(s) to be served; and		5
	<b>iii.</b> The critical need(s) that will be addressed including how other resources are not available to meet the need(s).		5
	<b>b.</b> Applicant clearly explains how the proposed project will result in the provision of a <b><u>new program</u></b> or the expansion/improvement of an <b><u>existing program</u></b> .		5
	<b>c.</b> Applicant clearly identifies the goal(s) of the project and describes how these goals will be met.		5
	<b>d.</b> Applicant clearly identifies the results of the project: <b>i.</b> Number of unduplicated City of San Diego individuals or households to be assisted; or <b>ii.</b> Number of unduplicated City of San Diego businesses to be assisted.		5
	Comments:		
		<b>Total:</b>	<b>Points Possible</b>
			<b>30</b>

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<b>2. Organizational Capacity</b>	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:	<b>Total:</b>	<b>Points Possible</b>
			<b>15</b>
<b>3. Budget</b>	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: <ul style="list-style-type: none"> <li>▪ 0-5% (0 points)</li> <li>▪ 6%-20% (1 points)</li> <li>▪ 21%-40% (2 points)</li> <li>▪ 41%-60% (3 points)</li> <li>▪ 61%-80% (4 points)</li> <li>▪ 81%-100% (5 points)</li> </ul>	<i>(HPA confirmed: % &amp; points)</i>	5
	Comments:	<b>Total:</b>	<b>Points Possible</b>
			<b>20</b>

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4. Project Benefits	<p><b>Community &amp; Economic Development</b></p> <p><i>(Applicant should either answer <u>a. and c.</u> or <u>b. and c.</u>)</i></p> <p><b>a.</b> 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:</p> <ul style="list-style-type: none"> <li>i. Presumed Low Income Clientele as defined by HUD* or</li> <li>ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income.</li> </ul> <p><b>OR</b></p> <p><b>b.</b> Low to Moderate Income Housing (LMH): Units occupied by Low and Moderate Income persons.</p>		12
	<p><b>c.</b> 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*.</p> <p><i>*Please see the Applicant Handbook for further definitions.</i></p>		1
	<p>Comments:</p>		
		<b>Total:</b>	<b>Points Possible</b>
			<b>13</b>

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<b>5. Project Specifics</b>	<b>a.</b> 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:		2	
	<b>i.</b> The quantity and duration;		2	
	<b>ii.</b> The method of delivery;		2	
	<b>iii.</b> Details regarding whether each of these services will be provided on an individual basis and/or group settings ; and		2	
	<b>iv.</b> Explain and justify the total amount of CDBG funds requested in relation to the services provided and any fees charged.		4	
	<b>b. Project Scope &amp; Schedule</b>		<i>(HPA confirmed points: __)</i>	2
	<b>i.</b> The Scope of Work and Budget demonstrates compliance with CDBG eligibility, National Objectives and other HUD and City requirements; and			
<b>ii.</b> 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:			
		<b>Total:</b>	<b>Points Possible</b>	
			<b>22</b>	

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<b>6. Performance Indicators</b>	<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 programs -<i>These are subtractive points from maximum 100 point score, designed by documented performance level:</i></p> <ul style="list-style-type: none"> <li>• Minor deficiencies (-1)</li> <li>• Moderate deficiencies (-2)</li> <li>• Significant deficiencies (-3)</li> </ul> <p><b>Performance Indicator data collected from FY 2013 forward for use in FY 18</b></p>		-3

DRAFT

Reviewer Initials: \_\_\_\_\_