CONSOLIDATED PLAN ADVISORY BOARD FISCAL YEAR 2017 CDBG APPLICATION EVALUATION FORM
Category: PUBLIC SERVICES

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 service** or the expansion of an **existing service.**		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.		5
	Comments:	**Total:**	**Points Possible**
			30

DRAFT

Reviewer Initials: _____

CONSOLIDATED PLAN ADVISORY BOARD FISCAL YEAR 2017 CDBG APPLICATION EVALUATION FORM
Category: PUBLIC SERVICES

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

DRAFT

Reviewer Initials: _____

Category	Criteria	Reviewer Score	Maximum Score
4. Project Benefits	**Public Services** *(Applicant should answer a. and b.)* **a.** Applicant clearly describes how the project will provide services to high need populations and provides the references used for this determination. Public Service 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.		12
	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.* **Please see the Applicant Handbook for further definitions.*		1
	Comments:	**Total:**	**Points Possible**
			13

DRAFT

CONSOLIDATED PLAN ADVISORY BOARD FISCAL YEAR 2017 CDBG APPLICATION EVALUATION FORM
Category: PUBLIC SERVICES

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 of each of these services;		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 Objective 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.		10
	Comments:	**Total:**	**Points Possible**
			22

DRAFT

Reviewer Initials: _____

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 program*. *These are subtractive points from maximum 100 point score, determined by performance levels:* • Minor deficiencies (-1) • Moderate deficiencies (-2) • Significant deficiencies (-3) **Performance Indicator data collected from FY 2015 forward for use in FY 18 Evaluations**		-3

DRAFT