

**CITY OF SAN DIEGO
CDBG PROGRAM
FY 2013 CDBG APPLICATION SCORING CRITERIA**

SECONDARY REVIEW (To be completed by CDBG Program staff prior to Board Review.)	YES	NO
The application packet required a secondary review by staff. (NOTE: If a secondary review was required, the checklists and/or notes completed by CDBG Program staff are available to the Board upon request.)		

ADVISORY BOARD CONDITIONS TO SCORE APPLICATIONS (To be completed by the Advisory Board Members.)		YES	NO
1.	Activity/Project meets one of the City's Consolidated Plan Goals		
2.	CDBG funds are an appropriate resource for the project.		
3.	For CIP Applications, demonstrates that the project complies with both of the following from Council Policy 700-02: <ul style="list-style-type: none"> • No allocation of CDBG funds will be made to a capital project of less than \$100,000, unless funding at a lesser amount is necessary to complete a project and the project will be completed within 18 months. • All CDBG funds allocated to projects shall be used within 18 months of the date of the allocation, or such funds will be subject to reprogramming by the City Council. 		
4.	For Public Service Applications, demonstrates that the project complies with both of the following: <ul style="list-style-type: none"> • Services can be implemented by July 1, 2012. • Proposed services and outcomes will completed by June 30, 2013. 		
5.	For Community/Economic Development Applications, demonstrates that the project complies with both of the following: <ul style="list-style-type: none"> • Proposed services and outcomes will be completed within one year from scheduled start date. • Per Council Policy 700-02, all CDBG funds allocated to projects shall be used within 18 months of the date of the allocation, or such funds will be subject to reprogramming by the City Council. 		
6.	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.

MAXIMUM POINTS 100	APPLICATION REVIEW CRITERIA
<p>15</p>	<p>1. RELATIONSHIP TO CONSOLIDATED PLAN GOALS</p> <ul style="list-style-type: none"> (a) Activity/Project meets a high level ranked priority set by City Council for FY 2013 (b) Activity/Project addresses one of the unmet Consolidated Plan goals
<p>15</p>	<p>2. PROJECT BENEFIT TO LOW AND MODERATE INCOME (LMI)</p> <ul style="list-style-type: none"> (a) Activity/Project and program office is located in, and provides services and is accessible to LMI City residents within an eligible CDBG census tract (b) Activity/Project and services are accessible to City residents located within the highest LMI concentration census tracts (c) A high percentage of the people served through the activity/project are low income, City of San Diego residents
<p>20</p>	<p>3. PROJECT OUTCOMES/EFFECTIVENESS</p> <ul style="list-style-type: none"> (a) Provides a clear description of each objective to be achieved and is consistent with the scope of the project (b) Provides a clear description of the target population for each objective (c) Provides a high benefit to the San Diego communities in relation to the amount of funds and type of service (d) Demonstrates how outcomes will impact the population and/or community affected by an unmet need (e) Demonstrates that each objective can be achieved within the FY 2013 period (f) Each objective listed is supported by clear measurement methods and appear to be achievable (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, demonstrates that the increase is justifiable for the services that will be provided to LMI City residents

<p style="text-align: center;">25</p>	<p>4. PROJECT ACTIVITIES/TIMELINESS</p> <ul style="list-style-type: none"> (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 (b) Project does not charge client fees or clearly provides proper justification for any client fees charged <p>For CIP Projects, the factors will consist of the following as applicable (max 20 points):</p> <ul style="list-style-type: none"> (c) Developer/construction manager to be utilized has previous development/construction experience with similar type construction activity funded with federal funds (d) Construction timeline and schedule well-documented (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 (f) Project scope addresses identified and documented health, safety, and/or ADA problems (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>For Direct Services Projects, the factors will consist of the following as applicable (max 20 points):</p> <ul style="list-style-type: none"> (h) Demonstrates a clear alignment or connection between the needs identified and the intended objectives/results (i) Provides the number of unduplicated clients to receive each identified service (j) Annual cost per client is justifiable (k) Project scope addresses unmet needs and is not duplicative of other services (l) Demonstrates collaborative efforts with other service providers in the area to maximize benefit to clients served
<p style="text-align: center;">15</p>	<p>5. ORGANIZATIONAL CAPACITY/CAPABILITY/TRACK RECORD</p> <ul style="list-style-type: none"> (a) Identifies staff responsible for ensuring project oversight and evaluation, as well as what evaluation tools will be used (b) Demonstrates quality methodology and capacity to evaluate the success of the proposed project and whether each objective was accomplished (c) Demonstrates management and fiscal staff resources with skills, experience and/or appropriate credentials to administer and conduct an accountable and responsible project (d) Clearly demonstrates quality experience and accomplishments in providing services to LMI City residents and/or communities

	<ul style="list-style-type: none"> (e) Demonstrates evidence/documentation of acceptable and accountable management and financial systems that minimize any opportunity for fraud, waste or mismanagement (i.e. conflict of interest policy is enforced, the Board of Directors includes diverse community representation, well-established sound fiscal management system, ability to identify/track CDBG funds/clients assisted separately from other funding sources, etc.) (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 (g) Demonstrates appropriate level of licensing or site control
10	<p>6. BUDGET JUSTIFICATION & LEVERAGE OF FUNDS</p> <ul style="list-style-type: none"> (a) Provides a budget that is clearly detailed, well-defined and clearly supports the proposed scope of the project (b) The CDBG funds requested represents less than 50% of the overall project or activity costs, budget and cost estimates are well documented (c) Provides secured documented funding from other sources to implement the project on July 1, 2012