



**RESCHEDULED**

## **CONSOLIDATED PLAN ADVISORY BOARD (CPAB) AGENDA**

~~**WEDNESDAY, OCTOBER 13, 2021**~~

**THURSDAY, OCTOBER 21, 2021**

**10:00 A.M. – 11:30 A.M.**

ONLINE VIRTUAL MEETING

YOUTUBE PUBLIC LINK BELOW

[CLICK HERE](#)

1. **Call to Order**
2. **Approval of CPAB Virtual Meeting Minutes: September 08, 2021**
3. **Board Member Announcements**
4. **Staff Announcements**
5. **Non-Agenda & Agenda Public Comments:** Public comments can be received live, using the “attendee” link, which can be found [here](#). Public comments can also be submitted using the Office of Boards and Commission form, which can be found [here](#). All public comments will need to be submitted by October 20, 2021 by 4:00 p.m. Public comments received will be read aloud by City staff during the virtual meeting. Comments should be able to be read in three (3) minutes.
6. **Action Item(s):**
  - a. **Fiscal Year (FY) 2023 Scoring Criteria Recommendations**

Staff will present recommendations for the FY 2023 Scoring Criteria. The Scoring Criteria is used to evaluate the FY 2023 Request for Proposals (RFP). Recommended revisions to the FY 2023 Scoring Criteria are based upon input from the CPAB ad-hoc committees and Economic Development Department staff. The CPAB will be asked to accept the recommendations.
7. **Other Items**

This Item will be open for CPAB to comment or request future agenda items.

**THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.**

To request an alternative format, or to request a sign language or oral interpreter for the meeting, please contact the Meeting Coordinator in the Economic Development Department at least five (5) working days before the meeting at (619) 236-6700 to ensure availability. Assistive Listening Devices (ALDs) are available for the meeting upon request.

## 8. Adjournment

Unfinished business shall be tabled and placed on the agenda of the following meeting.

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### **Tentative Future Meeting Dates/Times**

*Subject to change. CPAB meetings are usually scheduled the second Wednesday of the month.*

*Check CDBG website at <http://www.sandiego.gov/cdbg>  
for latest information, locations, and special meetings.*

*Please note, all CPAB meetings will be held virtually for the near future.*

- ~~Wednesday, October 13, 2021 at 10 a.m.~~ (rescheduled to October 21, 2021)
- Wednesday, November 10, 2021 at 10 a.m.
- Wednesday, December 08, 2021 at 10 a.m. (possible adjournment)

**CONSOLIDATED PLAN ADVISORY BOARD (CPAB)**

**MINUTES**

**Wednesday, September 8, 2021**

**VIRTUAL CPAB MEETING**

[\(LINK\)](#)

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
<ul style="list-style-type: none"> <li>• Eileen Gonzales, Council District 3</li> <li>• Brenda Campbell, Council District 4</li> <li>• Rich Thesing, Council District 7</li> <li>• Victoria Barba, Council District 8</li> <li>• Peter Dennehy, Council District 9</li> </ul>	<ul style="list-style-type: none"> <li>• VACANT, Council District 1</li> <li>• VACANT, Council District 2</li> <li>• VACANT, Council District 6</li> <li>• Patrick Batten, Council District 5</li> </ul>

<b>STAFF PRESENT</b>	<b>ATTENDANCE</b>
<ul style="list-style-type: none"> <li>• Christina Bibler, Economic Development Director</li> <li>• Monica Hardman, Deputy Director</li> <li>• Angela Nazareno Clark, Program Manager</li> <li>• Michele Marano, Community Development Coordinator</li> <li>• Leonardo Alarcon, Community Development Project Specialist</li> <li>• Nadine Hassoun, Community Development Project Manager</li> </ul>	<p><i>(Public had access to meeting via Zoom Webinar and youtube link)</i></p>

**Call to Order**

1. Mr. Peter Dennehy called the meeting to order at 10:05AM. Mr. Dennehy took role call; 5 board members were present. Quorum was achieved at the same time.

**Board Member Announcements**

2. *No board member announcements were made*

**Staff Announcements**

3. Ms. Nadine Hasson gave an update on the Scoring Criteria Ad Hoc Committee Meetings. As stated in item 18 of [Council Policy 700-02](#), the CPAB are required to revisit the scoring criteria annually that includes, but is not limited to, an evaluation of past performance and regulatory

compliance (if applicable), how the proposed project will address areas of the City identified to have the highest levels of need, eligibility of proposed expenditures and budget, and the amount or percentage of leveraged funding contributed to the proposed budget.

City staff met with Ad Hoc Committee members over the last two weeks. More meeting dates will be available for Ad Hoc Committee meetings in late September and early October.

Ms. Michele Marano gave an update on the round two Notice of Funding Availability (NOFA) for CARES Act and Community and Economic Development (CED) funds. The deadline for responses was September 7, 2021 and staff will be reviewing and scoring responses and announcing awards on September 24, 2021. Additionally, the department is scheduled to release the Fiscal Year (FY) 2023 NOFA at the end of September.

#### Approval of Minutes

4. Ms. Eileen Gonzales made the motion to approve the August 11, 2021 meeting minutes. Mr. Rich Thesing seconded the motion. There were four votes for approval of the minutes and one abstention. The August 11, 2021 meeting minutes will be kept for reference only.

#### Non-agenda Public Comment

5. *No non-agenda public comments were received.*

#### Discussion Items

6.
  - a. [Draft Fiscal Year \(FY\) 2021 Consolidated Annual Performance and Evaluation Report \(CAPER\)](#)  
Staff presented the draft FY 2021 CAPER to CPAB members. The CAPER is prepared on an annual basis for submittal to the United States Department of Housing and Urban Development (HUD). It is a requirement of the annual funding granted to the City as part of the following federal programs: Community Development Block Grant (CDBG); HOME Investment Partnerships Program (HOME); Emergency Solutions Grant (ESG); and CARES Act related funding (CDBG-CV and ESG-CV). The CAPER provides an assessment of the City's progress toward its 5-year goals and how funds were spent during the FY 2021 (July 1, 2020- June 30, 2021) reporting period.

*Please see attached presentation for more information.*

Mr. Rich Thesing thanked staff members for the CAPER presentation. He asked whether HUD measured the City of San Diego's performance in using CDBG funding to provide services, and whether the City's performance was compared to other cities and jurisdictions.

Mr. Leonardo Alarcón responded that HUD does not compare the City of San Diego's performance to other cities. Staff's priority is to ensure that funding is allocated to local organizations and expended in a timely manner. Ms. Angela Nazareno-Clark added that HUD reaches out to staff directly if there are any issues or concerns regarding the City's performance that staff need to address.

Mr. Thesing asked whether the City of San Diego would be penalized for not expending additional CARES Act funding awarded to the City.

Ms. Angela Nazareno-Clark responded that HUD would not penalize the City for not expending additional CARES Act funding. This past year, HUD waived any sanctions for timeliness requirements that entitlement cities typically need to meet by May 15 of every year. We are projected to meet our timeliness even with the additional funds.

Dr. Brenda Campbell asked about the possibility to extend subrecipient organizations' success stories to track clients progress for a year or longer, and to compile data on all clients served. Data collected could improve programs and provide learning opportunities to subrecipients.

Dr. Campbell commented that CDBG funding provides us with an opportunity to include an education strand within all projects. For example, an affordable housing development could have a tutorial center with services provided by educators within the building for youth, college students and adults.


Ms. Marano responded that many housing developers include case management services, especially within Permanent Supportive Housing. The City is always trying to collaborate among all our partners. CDBG funding has previously funded a workforce training program with a community college for construction apprenticeships. They were working actively with getting some of their placements in some of the affordable housing construction projects that were ongoing in the San Diego communities.


#### **Other Items**

7. a. This item was open for CPAB to comment or request future agenda items.

#### **Adjournment**


8. Mr. Dennehy adjourned the meeting at 10:45AM.

<b>CONSOLIDATED PLAN ADVISORY BOARD</b>		
<b>(Draft) FISCAL YEAR 2023 CDBG APPLICATION SCORING CRITERIA</b>		
<b>CATEGORY: Public Services</b>		
		<b>Overall Score: 100</b>
<b>Category</b>	<b>Criteria</b>	<b>Maximum Score</b>
<b>1. Organization Capacity</b>	a. Organization Project Experience: Applicant describes their experience in successfully implementing projects of similar scope and comparable complexity	5
	b. Organization Experience w/ LMI clients: Applicant has experience in providing services to LMI residents or presumed LMI CDBG beneficiaries; applicant explains how experience is applicable and beneficial.	5
	c. Collaboration: Applicant describes and provides specific examples of collaboration with similar organizations, peer to peer networks, and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients	3
	d. Impact of COVID-19 Pandemic: Applicant describes how the COVID-19 pandemic may have impacted the organization's operations, how organizational capacity may have been affected, and how the organization adapted to continue to provide services to clients.	1 
	<b>Total points for Section 1:</b>	
<b>2. Project Characteristics</b>	a. Project Summary: Description of project includes all of the following items:	
	i. Activities and/or services to be provided; and	5
	ii. Characteristics of Population(s) to be served; and	3
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s)	5
	b. Confirmation of Program Status:	
	i. Applicant selects whether the proposed project will result in either the continuation of an existing services, the substantial expansion of an existing service, or the provision of a new service	5
	ii. Applicant explains the metrics used to make above determination and describes how the project is providing or will provide an impact	
	c. Project Goals: Applicant identifies the goal(s) and anticipated impact of the project and describes how these goals will be met. Applicant includes information on associated monitoring systems and procedures	5
	d. Project Results: Applicant indicates the number of unduplicated COSD individuals, total number of LMI anticipated to be served below 80% AMI, and provides clear methodology on determining anticipated outcomes	5
<b>Total points for Section 2:</b>		<b>28</b>

Category	Criteria	Maximum Score
3. Project Specifics	a. Services to be provided: 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;	5
	ii. The method of delivery; which should include details on how these services will be provided and if services will occur on an individual basis and/or group settings	5
	iii. Applicant provides an explanation and justification for total amount of CDBG funds requested in relation to the services provided and any fees charged. Information provided should be consistent with the proposed budget section	4
	iv. A cost per beneficiary amount is provided and specifics are given on how costs are warranted	4
	b. Project Schedule: Applicant describes how the project will be implemented and completed within the required 12-month timeline with specific milestones and estimated expenditures per month/quarter	4
<b>Total points for Section 3:</b>		<b>22</b>
4. Project Benefits	a. Applicant describes how the project will provide services to high need populations and results in a positive impact for LMI individuals; provides references used for this determination; describes a success story or successful outcome. Applicant provides proof of positive impact through success story testimonial, annual report, and/or marketing/promotional materials. Collateral material is optional. Public Service project must be considered a Low and Moderate Income Limited Clientele Activity (LMC) by serving one of the following	10
	i. Presume LMI clientele as defined by HUD; or	
	ii. Direct Benefit to LMI persons based on compliance with HUD income limits through documented family size and income	
	b. Geographic Targeting location: Applicant's office(s) providing project services is located in at least one of the Community Planning Areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, Opportunity Zone, or Promise Zone.*	2
	c. Geographic Targeting services: Applicant indicates service delivery will occur to clients residing in one or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto Southeastern, City Heights, Opportunity Zone, or Promise Zone.*	3
d. Impact of COVID-19 Pandemic: Applicant describes how the COVID-19 pandemic may have impacted service delivery to clients, and gives examples on how the organization adjusted the project to ensure continued service delivery during the pandemic.	1 	
<b>Total points for Section 4:</b>		<b>16</b>


Category	Criteria	Maximum Score						
5. 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. Organization identifies how receiving award can be used to leverage in applying and/or receiving additional funding from other sources.	5						
	b. Budget for project identifies all sources of funding for the total project costs	3						
	c. Budget details uses of funds (City of SD CDBG and non CDBG funds) by outlining eligible budget line items to be used to support project implementation	5						
	d. Budget 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:	5						
	<table border="1"> <tr> <td>0%-5%=0 points</td> <td>41%-60%=3 points</td> <td rowspan="3"><b>Total points for Section 5:</b></td> </tr> <tr> <td>6%-20%=1 point</td> <td>61%-80%=4 points</td> </tr> <tr> <td>21%-40%=2 points</td> <td>81%-100%=5 points</td> </tr> </table>	0%-5%=0 points	41%-60%=3 points	<b>Total points for Section 5:</b>	6%-20%=1 point	61%-80%=4 points	21%-40%=2 points	81%-100%=5 points
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21%-40%=2 points	81%-100%=5 points							
		<b>18</b>						
6. Project Eligibility & Performance Indicators	a. Project Eligibility:							
	i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements	1						
	ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements	1						
	b. 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.	0						
	<i>*Due to COVID-19 pandemic organizations will not receive a deduction. Please note, CPAB may review past performance to evaluate other sections of application. A reminder that with the FY 2023 awardees, performance indicators will return for FY 2024 application cycle.</i>							
	<b>Total points for Section 6:</b>	<b>2</b>						





CONSOLIDATED PLAN ADVISORY BOARD		
(draft) FISCAL YEAR 2023 CDBG APPLICATION SCORING CRITERIA		
CATEGORY: Economic Development		
		<b>Overall Score: 100</b>
Category	Criteria	Maximum Score
1. Organization Capacity	a. Organization Project Experience: Applicant describes their experience in successfully implementing projects of similar scope and comparable complexity. Specifics are given on organization's experience in assisting LMI individuals start-up or expand a microenterprise.	5
	b. Organization Experience w/ LMI clients: Applicant has experience in providing services to LMI residents or presumed LMI CDBG beneficiaries; applicant explains how experience is applicable and beneficial.	5
	c. Collaboration: Applicant describes and provides specific examples of collaboration with similar organizations, peer to peer networks, and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients	2
	d. Impact of COVID-19 Pandemic: Applicant describes how the COVID-19 pandemic may have impacted the organization's operations, how organization capacity may have been affected, and how the organization may have adapted to ensure continued service delivery.	1 
	<b>Total points for Section 1:</b>	
2. Project Characteristics	a. Project Summary: Description of project includes all of the following items:	
	i. Activities and/or services to be provided; and	5
	ii. Characteristics of Population(s) to be served; and	3
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s)	5
	b. Confirmation of Program Status:	
	i. Applicant selects whether the proposed project will result in either the continuation of an existing service, the substantial expansion of an existing service, or the provision of a new service	5
	ii. Applicant explains the metrics used to make above determination and describes how the project is providing or will provide an impact	
	c. Project Goals: Applicant identifies the goal(s) and anticipated impact of the project and describes how these goals will be met. Applicant includes information on associated monitoring systems and procedures	5
d. Project Results: Applicant indicates the number of unduplicated COSD individuals, and number of unduplicated City of San Diego businesses to be assisted. Applicant provides clear methodology on determining anticipated	5	
<b>Total points for Section 2:</b>		28

Category	Criteria	Maximum Score
3. Project Specifics	a. Services to be provided: 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;	5
	ii. The method of delivery; which should include details on how these services will be provided and if services will occur on an individual basis and/or group settings	5
	iii. Applicant provides an explanation and justification for total amount of CDBG funds requested in relation to the services provided and any fees charged. Information provided should be consistent with the proposed budget section	4
	iv. A cost per beneficiary amount is provided and specifics are given on how costs are warranted	4
	b. Project Schedule: Applicant describes how the project will be implemented and completed within the required 12-month timeline with specific milestones and estimated expenditures per month/quarter	4
	<b>Total points for Section 3:</b>	
4. Project Benefits	a. Applicant describes how the project will provide services to high need populations and results in a positive impact for LMI individuals and City of San Diego business owners; provides references used for this determination; describes a success story or successful outcome. Applicant provides proof of positive impact through success story testimonial, annual report, and/or marketing/promotional materials. Collateral material is optional. CED projects must be considered a LMI limited clientele activity (LMC) or LMI Microenterprise Development (LMCMC) by providing direct benefits to LMI persons. Applicant also describes what the anticipated percentage of clients to compete program are able to open a business. Applicant can identify historical data with clear tracking and monitoring methods	10
	b. Geographic Targeting location: Applicant's office(s) providing project services is located in at least one of the Community Planning Areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, Opportunity Zone, or Promise Zone.	3
	c. Geographic Targeting services: Applicant indicates service delivery will occur to clients residing in one or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto Southeastern, City Heights, Opportunity Zone, or Promise Zone.*	3
	d. Impact of COVID-19 Pandemic: Applicant describes how the COVID-19 pandemic may have impacted service delivery to clients, and gives examples on how the organization adjusted the project to ensure continued service delivery during the pandemic.	1
	<b>Total points for Section 4:</b>	

Category	Criteria	Maximum Score						
5. 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. Organization identifies how receiving award can be used to leverage in applying and/or receiving additional funding from other sources.	5						
	b. Budget for project identifies all sources of funding for the total project costs	3						
	c. Budget details uses of funds (City of SD CDBG and non CDBG funds) by outlining eligible budget line items to be used to support project implementation	5						
	d. Budget 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:	5						
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	18							
6. Project Eligibility & Performance Indicators	a. Project Eligibility:							
	i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements	1						
	ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements	1						
	b. 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.	0						
	<i>*Due to COVID-19 pandemic organizations will not receive a deduction. Please note, CPAB may review past performance to evaluate other sections of application. A reminder that with the FY 2023 awardees, performance indicators will return for FY 2024 application cycle.</i>							
	<b>Total points for Section 6:</b>	2						

CONSOLIDATED PLAN ADVISORY BOARD		
(Draft) FISCAL YEAR 2023 CDBG APPLICATION SCORING CRITERIA		
CATEGORY: Nonprofit Facility Improvements		
		Overall Score: 100
Category	Criteria	Maximum Score
1. Organization Capacity	a. Organization Project Experience:	
	i. Applicant describes their experience in successfully implementing projects of similar scope and comparable complexity. <b>Applicant lists any CDBG related construction project with allocation amount, year completed, and result of improvements.</b>	5
	ii. Applicant describes specific staff within organization that have experience overseeing the design and implementation of a construction project. If applicable, agency provides details on plans to secure and utilize a third party construction manager.	4
	b. Organization Experience w/ LMI clients: Applicant has experience in providing services to LMI residents or presumed LMI CDBG beneficiaries; applicant explains how experience is applicable and beneficial.	3
	c. Collaboration: Applicant describes and provides specific examples of collaboration with similar organizations, peer to peer networks, and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients	2
	d. Impact of COVID-19 Pandemic: Applicant describes how the COVID-19 pandemic may have impacted the organization's operations, how organization capacity may have been affected, and how the organization may have adapted to ensure continued service delivery. <b>Applicant acknowledges higher costs of supplies and overall increase of construction costs.</b>	1 
<b>Total points for Section 1:</b>		15
2. Project Characteristics	a. Project Summary: Description of project includes all of the following items:	
	i. Activities and/or services to be provided; and	5
	ii. Characteristics of Population(s) to be served; and	3
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s)	5
	b. Confirmation of Program Status:	
	i. Applicant selects whether the proposed project will result in either the continuation of an existing services, the substantial expansion of an existing service, or the provision of a new service	5
	ii. Applicant explains the metrics used to make above determination and describes how the project is providing or will provide an impact	
c. Project Goals: Applicant identifies the goal(s) and anticipated impact of the project and describes how these goals will be met. Applicant includes information on associated monitoring systems and procedures	5	
d. Project Results: Applicant indicates the number of unduplicated COSD individuals, total number of LMI anticipated to be served below 80% AMI, and provides clear methodology on determining anticipated outcomes	5	

Category	Criteria	Maximum Score
	<b>Total points for Section 2:</b>	28
<b>3. Project Specifics</b>	a. Contract Execution Readiness: Extent to which the proposed project is ready to proceed by the following details:	
	i. Applicant explains how the total amount of CDBG funds requested is justified by accurate cost estimations <b>with a professional consultation from architect</b> ; (if facility has received CDBG funds for improvements/expansions in the past, applicant must explain the outcome and justification for the request of additional CDBG funds.	3
	ii. Applicant describes existing construction/architectural plans and demonstrates a knowledge of all applicable permits required fore the proposed project. If permits not needed, applicant provides documentation for basis of that determination. <b>Applicant can show a Facility Needs Assessment that could be attached to their Proposal.</b>	5 <i>CDD score</i>
	b. Project Schedule: Applicant describes how the project will be completed and funds expended within the required 24-month timeline specifying key milestones. <b>Applicant needs to acknowledge that each permit or construction requirement not completed at the time of RFP submittal, will need to be accounted for in the proposed project timeline.</b>	
	a. Permitting and design completion <i>(may take 3-6 months)</i>	6
	b. Project will be released for bid <i>(may take 3-6 months)</i>	
	c. Construction contract awarded <i>(may take 3-6 months)</i>	
	d. Anticipated Construction Timeline	
e. 100% expenditure level		
f. Project completion, beneficiaries reported (National Objective met),and close out report approved by CDD Program staff		
	<b>Total points for Section 3:</b>	14
<b>4. Project Benefits</b>	a. Applicant describes how the project will provide services to high need populations and results in a positive impact for LMI individuals; provides references used for this determination; describes a success story or successful outcome. Applicant provides proof of positive impact through success story testimonial, annual report, and/or marketing/promotional materials. Collateral material is optional. Construction projects must be considered an LMI Clientele Activity (LMC) by serving one of the following populations:	13 
	i. Presume LMI clientele as defined by HUD; or ii. Direct Benefit to LMI persons based on compliance with HUD income limits through documented family size and income	
	b. Geographic Targeting location: Applicant's office(s) providing project services is located in at least one of the Community Planning Areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, Opportunity Zone, or Promise Zone.*	3  <i>CDD Score</i>

Category	Criteria	Maximum Score						
	c. Geographic Targeting services: Applicant indicates service delivery will occur to clients residing in one or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto Southeastern, City Heights, Opportunity Zone, or Promise Zone.*	2						
	d. Impact of COVID-19 Pandemic: Applicant describes how the COVID-19 pandemic may have impacted service delivery to clients, and gives examples on how the organization adjusted the project to ensure continued service delivery during the pandemic.	1						
	<b>Total points for Section 4:</b>	19						
5. 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. <b>Applicant may attach their 5 year maintenance plan.</b> <del>Organization identifies how receiving award can be used to leverage in applying</del>	7						
	b. Budget for project identifies all sources of funding for the total project costs	5						
	c. Budget details uses of funds (City of SD CDBG and non CDBG funds) by outlining eligible budget line items to be used to support project implementation	3						
	d. Budget 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:	7						
		<b>CDD Score</b>						
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6%-20%=1 point	61%-80%=5 points							
21%-40%=2 points	81%-100%=7 points							
	<b>Total points for Section 5:</b>							
6. Project Eligibility & Performance Indicators	a. Project Eligibility:							
	i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements	1						
	ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements	1						
	b. 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:	0						
	<i>*Due to COVID-19 pandemic organizations will not receive a deduction. Please note, CPAB may review past performance to evaluate other sections of application. A reminder that with the FY 2023 awardees, performance indicators will return for FY 2024 application cycle.</i>							
		<b>Total points for Section 6:</b>	2					

Economic Development

# Draft Fiscal Year 2023 CDBG Scoring Criteria: All RFP Categories

Consolidated Plan Advisory Board  
October 21, 2021

## Scoring Criteria

- Council Policy 700-02, Item 18 states the following:

18. The CPAB shall annually review and approve a set of criteria to be used by the CPAB for scoring CDBG competitively-awarded funding applications, including, but not limited to, an evaluation of past performance and regulatory compliance (if applicable), how the proposed project will address areas of the City identified to have the highest levels of need, eligibility of proposed expenditures and budget, and the amount or percentage of leveraged funding contributed to the proposed project.





## RFP Categories for FY 2023

Public Services

Economic  
Development

Nonprofit  
Facility  
Improvements



## RFP Budgets for FY 2023 (*tentative*)

Category	Estimated Budget
Public Services	\$1,000,000
Community & Economic Development	\$2,000,000
Nonprofit Facility Improvements	\$1,500,000



## Scoring Criteria Recommended Revisions: PS & CED

- Section 1.d: COVID-19 Impact: Organization
  - Applicant describes what adjustments have been made to its organization since the pandemic
- Section 4.b: COVID-19 Impact: Services
  - Applicant describes how its service delivery model has changed since the pandemic
- *No point changes for Public Services and Economic Development Categories*



## Scoring Criteria Recommended Revisions: NPFI

- Section 1.d: COVID-19 Impact: Organization
  - Applicant describes what adjustments have been made to its organization since the pandemic. **Applicant also addresses higher construction costs**
- Section 4.b: COVID-19 Impact: Services
  - Applicant describes how its service delivery model has changed since the pandemic

## Scoring Criteria Recommended Revisions: NPFI

- Section 1.a: CDBG specific related past activities
  - Board members and staff should be aware of previous CDBG awards
- Section 3.a.i.: Professional consultation
  - Architect is recommended, but applicant shows effort to coordinate with Construction expert to accurately estimate construction costs
- Section 3.a.ii: Facility Needs Assessment
  - Recommended assessment to properly identify any and all construction costs related to project

## Scoring Criteria Recommended Revisions: NPFI

- Section 3.b: Project schedule
  - Applicant acknowledges time spent gathering appropriate permits for project completion.
- Section 5.a.: 5-year maintenance plan
  - Applicants should be aware that CDBG should not be used for future maintenance costs
- Section 5.d.: Leveraged funding
  - Applicants should demonstrate a sufficient amount of leveraged funding in order to complete the project



## Scoring Criteria Recommended Revisions: NPFI

### *Point reallocations:*

- Section 4.a.: Reduced from 15 to 13 points. Points placed in COVID related sections
- Section 4.b.: Reduced from 4 to 3 points. Point placed in increased leveraged funding section
- Section 4.c.: Reduced from 3 to 2 points. Point placed in increased leveraged funding section



## Scoring Criteria Recommended Revisions: NPFI

Section	FY 2022	FY 2023
<b>1.d. COVID-19: Organization</b>	0	1
<b>4.a. Project Benefits</b>	15	13
<b>4.b. Geographic Targeting: Location</b>	4	3
<b>4.c. Geographic Targeting: Services</b>	3	2
<b>4.d. COVID-19: Service Delivery</b>	0	1
<b>5.a. Leveraged Funding</b>	5	7
<b>Total</b>	<b>27</b>	<b>27</b>



## Scoring Criteria Other Considerations

- Section 2. e. : Short Project Description
  - Enter a one-sentence description of your proposed project. This response must be limited to 250 characters
- Character limits
  - Currently at 4000 each section
  - Recommended change to 2000 (or lower) character limit per section, except for Section 4.a.



## Action Requested

***The CPAB is asked to approve the revisions to the Fiscal Year 2023 CDBG Request for Proposal (RFP) Scoring Criteria.***