



## CONSOLIDATED PLAN ADVISORY BOARD (CPAB) AGENDA

**THURSDAY, OCTOBER 01, 2020**

**10:00 A.M. – 11:30 A.M.**

ONLINE VIRTUAL MEETING

PUBLIC LINK BELOW

[CLICK HERE](#)

**1. Call to Order**

**2. Board Member Announcements**

**3. Staff Announcements**

**4. Approval of CPAB Virtual Meeting Minutes: July 22, 2020**

**5. Non-Agenda & Agenda Public Comments**

Non-agenda and agenda public comments must be submitted by 4:00 p.m. on September 30. To submit a public comment, please use the Office of Boards and Commission form, which can be found [here](#). All 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. Election of CPAB Chair and Vice-Chair for Fiscal Year 2021**

City staff did not receive a memo from the Mayor's office designating a CPB Chair. Therefore, the CPAB will be asked to elect a Chair and Vice-Chair for the remainder of Fiscal Year 2021.

**b. Hotel Acquisitions for Permanent Supportive Housing**

The San Diego Housing Commission and City staff will present a multi-faceted proposal to acquire two hotels for permanent supportive housing. The funds used to acquire and support ongoing services at these sites include CDBG and ESG funding. CPAB will be asked to consider this proposal and provide its recommendation to City Council.

**c. Second Substantial Amendment to the FY 2020-2024 Consolidated Plan and FY 2020 Annual Action Plan**

**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.

The City of San Diego has received an additional federal allocation of \$22 million for Round 2 of the CARES Act ESG program (ESG-CV2) and \$12 million for Round 3 of the CARES Act CDBG Program (CDBG-CV3). This additional funding requires a Substantial Amendment to both the five-year Consolidated Plan and the applicable Action Plan. CPAB will be asked to make recommendations for projects and programs to receive these funds, as presented by Staff.

**d. FY 2022 Scoring Criteria Recommendations**

Staff will present recommendations from the CPAB Ad Hoc for the FY 2022 Scoring Criteria. CPAB will be asked to accept the recommendations from the CPAB Ad Hoc.

**7. Discussion Item(s):**

**a. FY 2022 Notice of Funding Availability (NOFA) & CARES Act Timeline**

Staff will review the updated FY 2022 CDBG and the CARES Act NOFA timeline

**8. Adjournment**

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

★ ★ ★ ★ ★

**Tentative Future Meeting Dates/Times**

*Subject to change. 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.*

**CONSOLIDATED PLAN ADVISORY BOARD (CPAB)**

**MINUTES**

**Wednesday, July 22, 2020**

**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>• Patrick Batten, Council District 5</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 6</li> <li>• Sara Berns, Council District 2</li> </ul>

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

**Call to Order**

1. Mr. Peter Dennehy called the meeting to order at 10:03 am. Mr. Dennehy took role call; 5 board members were present. One member arrived late. Quorum was achieved at 10:16 a.m.

**Board Member Announcements**

2. No board members announcements

**Staff Announcements**

3. Mr. Leonardo Alarcon announced new updates to the Consolidated Plan Advisory Board. Ms. Valerie Brown’s term expired and will no longer be serving on the CPAB. Mr. Alarcon introduced two new board members: Dr. Brenda Campbell representing Council District 4, and Patrick Batten representing Council District 5.

**Approval of Minutes**

- Ms. Eileen Gonzales made the motion to approve the May 13, 2020 meeting minutes. Mr. Peter Dennehy seconded the motion. The minutes were approved unanimously, 6-0.

**Non-agenda Public Comment**

- Public comment received via the online form by Anonymous resident:* Low income renters have no justice in San Diego. If an owner violates state federal or criminal laws, there is no way to enforce them. Legal briefs or small claims are over \$1,000 – too expensive. Agencies don't do anything, including Legal Aid, which focuses on evictions. In fact, when an owner obstructs justice and performs a felony, local government does nothing. Courts side with owners despite overwhelming evidence to the contrary. This contributes to homelessness. San Diego takes advantage of its poor and their lack of resources. This is criminal to not enforce renter's rights, laws or give people a way to protect themselves from the abuse.

**Agenda Item**

- Ms. Michele Marano gave a brief presentation on the San Diego San Diego Regional Analysis of Impediments (AI) to Fair Housing Choice. Staff asked CPAB to recommend the AI to City Council for approval. The AI presents a demographic profile of San Diego County, assess the extent of housing needs among specific income groups, and evaluates the range of available housing choices for residents. *Please see attached presentation for more information.*

Mr. Rich Thesing made the motion to recommend the Analysis of Impediments to City Council for Approval. Ms. Gonzales seconded the motion. The motion passed unanimously, 6-0.

**Discussion Item**

- Updates on Federal CARES Act Grants

Staff provided an update on CARES Act funding allocated to the City through the CDBG, ESG, and HOPWA programs. *Please see attached presentation for more information.*

**Adjournment**

Ms. Dennehy adjourned the meeting at 10:55AM.



SAN DIEGO  
HOUSING  
COMMISSION

We're About People

San Diego Housing Commission (SDHC)  
Permanent Housing Acquisition  
Project Overview  
October 01, 2020





# Operation Shelter to Home Overview

- Launched April 1, 2020, at the San Diego Convention Center in response to the COVID-19 pandemic.
- Up to 1,495 shelter beds available to persons experiencing unsheltered homelessness.
- Street outreach activities occurred via a coordinated intake process to fill shelter beds and provide a safe and sanitary environment amid the pandemic.
- Services offered at the Convention Center include 24-hour security, meals, showers, bathrooms, laundry services, case management and housing navigation.
- Exit strategies include client placement into permanent and longer-term housing or other appropriate housing solutions.





# Residence Inn Property Acquisitions COVID-19 and Need for Permanent Housing with Supportive Services

- The City-declared shelter crisis remains in effect.
- Operation Shelter to Home launched on April 1, 2020:
  - City’s collaborative response to mitigating the impacts of COVID-19 on persons experiencing homelessness.
  - Hundreds of those experiencing homelessness in the City temporarily moved to the Convention Center.
  - Many of those currently residing in the Convention Center are identified as needing long-term Permanent Housing with supportive services.
- The City of San Diego Community Action Plan on Homelessness:
  - Identified the need for 2,659 PH units in the next 10 years.
  - 60 percent (1,595 PH units) needed within the first four years.



# Residence Inn Property Acquisitions

## Identifying Properties

- SDHC worked with a real estate broker to identify multiple potential hotel sites and initiated extensive due diligence activities.
- SDHC's review of 29 properties resulted in the selection of two presented today for consideration:
  - Residence Inn Hotel Circle – 1865 Hotel Circle South, San Diego CA, 92108
    - 190 affordable units and two managers' units
    - \$67,000,000 purchase price
  - Residence Inn Kearny Mesa – 5400 Kearny Mesa Road, San Diego, CA 92111
    - 142 affordable units and two managers' units
    - \$39,500,000 purchase price





# Residence Inn Property Acquisitions Advantages

- Both Residence Inn properties:
  - Advance objectives of the Community Action Plan
  - Creates new affordable housing by utilizing existing resources
  - Are close to public transit and access to resources and social services
  - Have ample community space such as laundry, clubhouse, barbecue areas, congregate-eating areas, green space
  - Have ample offices and conference rooms usable for providing supportive services and activities
  - Require minimal upfront capital upgrades, allowing for immediate occupancy

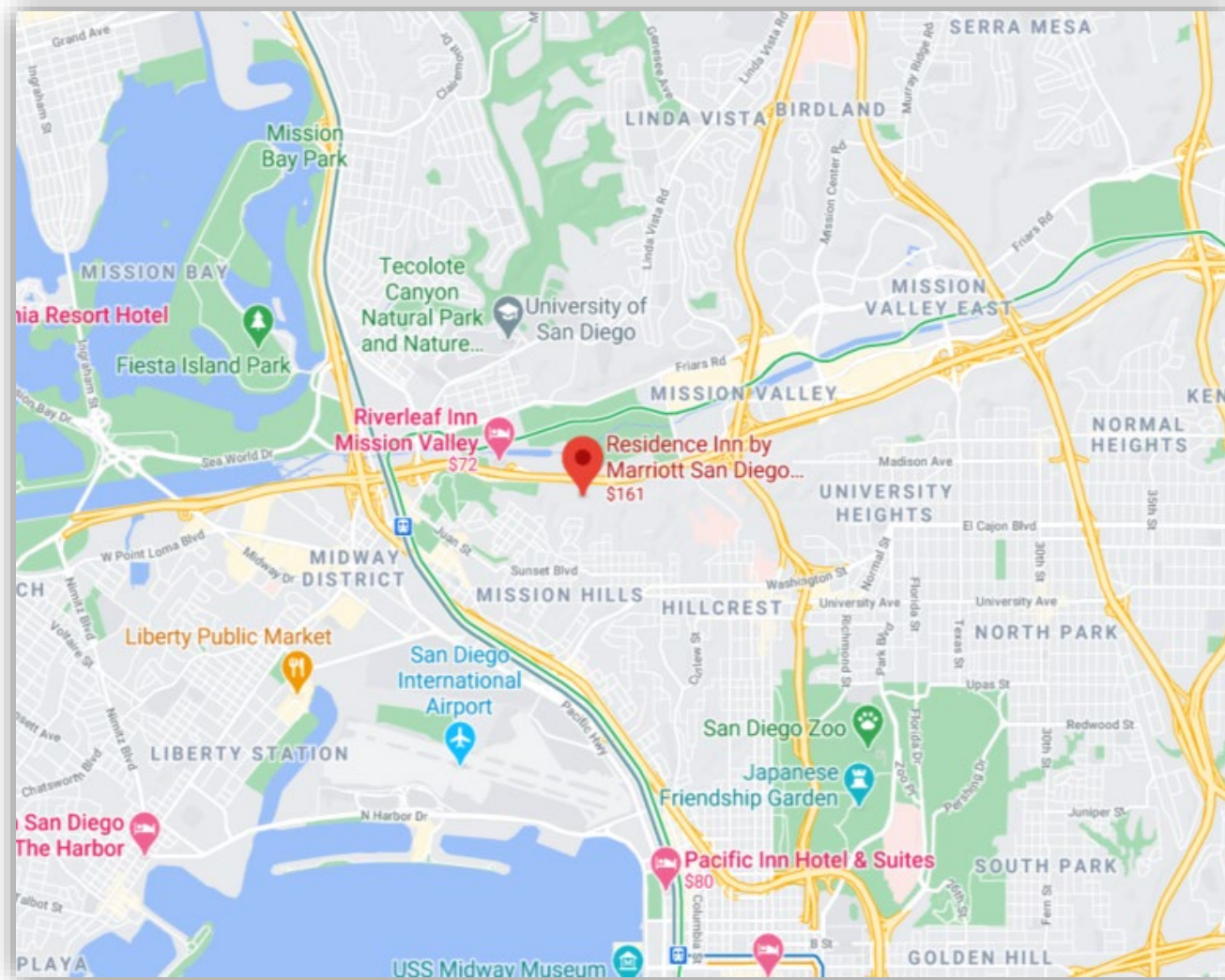




SAN DIEGO  
HOUSING  
COMMISSION

# Residence Inn Property Acquisitions

## Site #1 – 1865 Hotel Circle South



# Residence Inn Property Acquisitions

## Hotel Circle – Funding Sources

State Homekey Funds	\$27,700,000
Permanent Loan (Chase)	\$32,840,399
FY 2020 Community Development Block Grant (CDBG)	\$10,000,000
SDHC Moving to Work	\$ 928,174
Deferred Developer Fee	\$ 3,500,000
<b>TOTAL</b>	<b>\$74,968,573</b>



# Residence Inn Property Acquisitions

## Hotel Circle - Site Photos



# Residence Inn Property Acquisitions

## Hotel Circle - Site Photos



# Residence Inn Property Acquisitions Hotel Circle - Site Photos



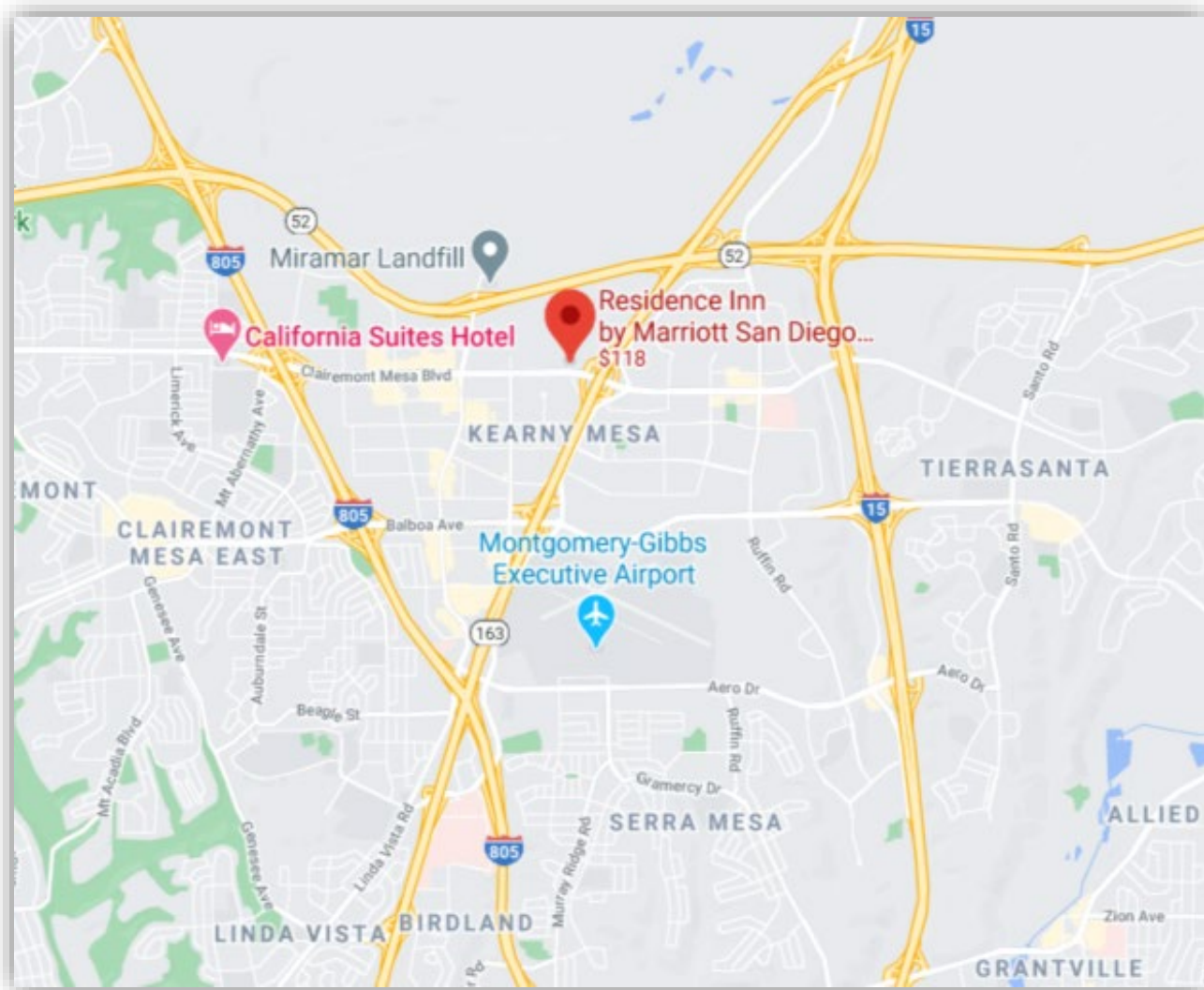
# Residence Inn Property Acquisitions Hotel Circle - Site Photos





# Residence Inn Property Acquisitions

## Site #2 – 5400 Kearny Mesa Road





# Service Provider Agreements SDHC Property Acquisitions

- Proposed purchase of two hotels and repurposing them into Permanent Housing with Supportive Services for eligible clients exiting Operation Shelter to Home.
- 332 units with Project-Based Housing Vouchers:
  - Residence Inn Mission Valley - 190 vouchers
  - Residence Inn Kearny Mesa - 142 vouchers
- If approved, the properties are anticipated to be placed into service by December 31, 2020.
- Acquisitions align with the City's Community Action Plan on Homelessness.



# Residence Inn Property Acquisitions Kearny Mesa – Funding Sources

State Homekey Funds	\$10,000,000
Permanent Loan (Chase)	\$17,425,852
City CARES Act Funds	\$10,000,000
SDHC Moving to Work	\$ 6,594,517
Deferred Developer Fee	\$ 2,469,310
<b>TOTAL</b>	<b>\$46,489,679</b>



# Residence Inn Property Acquisitions Kearny Mesa - Site Photos



# Residence Inn Property Acquisitions Site Photos



# Residence Inn Property Acquisitions Site Photos



# Residence Inn Property Acquisitions Site Photos



# Residence Inn Supportive Housing Service Model

- Long-term housing solution with voluntary, wraparound supportive services combining case management and services with rental subsidies.
- Operated according to the Housing First model.
- Uses national best practices such as trauma-informed care, motivational interviewing, and a harm reduction model to ensure a client-centered approach to rendering services.
- The program design serves the target population in a welcoming, solutions-focused environment while ensuring housing stability.



# Residence Inn Supportive Housing Service Model

- Services within Supportive Housing programs include:
  - Case Management
  - Mental Health Services
  - Substance Use Disorder Services
  - Healthcare Services
  - Life Skills
  - Education Services
  - Employment Services
- Referrals through the Coordinated Entry System to ensure the housing intervention is appropriate to the needs of the client.





# Supportive Services and Management Funding

## People Assisting the Homeless

FUNDING SOURCE	Year 1
Emergency Solutions Grant and Homeless Emergency Aid Program (HEAP)	\$1,318,382
Property Operating Income	\$1,474,724
<b>Total</b>	<b>\$2,793,106</b>

## Father Joe's Village

FUNDING SOURCE	Year 1
Emergency Solutions Grant and Homeless Emergency Aid Program (HEAP)	\$900,212
Property Operating Income	\$1,188,796
<b>Total</b>	<b>\$2,089,008</b>



# Operation Shelter to Home Exit Strategies

## Exit Strategy Progress

Housed as of September 8: **611**

Matched In-Progress towards housing: Over **250**

### Hotel Permanent Housing Initiative a Key Component of OSTH Exit Strategies

Hotel PH will House: Approx. **400 persons in 332 units**

Total Anticipated Housed April - December 2020: **1,261**



# Questions and Comments



Economic Development

Allocation of CARES Act Emergency Solutions  
Grant-Round 2 (ESG-CV2) and Community  
Development Block Grant-Round 3(CDBG-CV3; and  
Associated Actions

Consolidated Plan Advisory Board

October 1, 2020

## Requested Actions

The CPAB is asked to recommend Council approval of the following:

- Accept and expend federal ESG-CV2 funds in the amount of \$22,796,116, as recommended by staff
- Accept and expend federal CDBG-CV3 funds in the amount of \$12,210,017, as recommended by staff
- Amend the Consolidated Plan and FY 2020 Annual Action Plans to included approved allocations
- Approve the 1<sup>st</sup> Amendment to the CDBG Affordable Housing Revolving Loan Fund MOU

## Background | Framework for Requested Actions

### CARES Act

- Additional Allocations to HUD Grant Programs
- General Coronavirus Relief Funds to the City

### Additional HUD CARES Act Allocations

- \$12.2M CBDG-CV3 (Round 3)
- \$22.8M ESG-CV2 (Round 2)

### Project Considerations

- Prepare for / Prevent / Respond to COVID-19 Emergency
- Avoid Duplication of Benefits





## Proposed CARES Act CDBG-CV3 and ESG-CV2 Activities

CDBG-CV3 Activities	Amount
Operation Shelter to Home	\$4,765,000
Rental Assistance	\$5,000,000
Administration and Planning	\$2,442,003
<b>TOTAL</b>	<b>\$12,207,003</b>
ESG-CV2 Activities	Amount
Expansion of Golden Hall Shelter Operations	\$2,210,461
COVID-19 Compliance Staff at Bridge Shelters	\$392,705
Operations of Pre-Existing Shelters	\$14,360,562
Administration and Planning	\$2,279,611
<b>TOTAL</b>	<b>\$19,243,339</b>



## CDBG-CV3 Activities

- Operation Shelter to Home
  - Launched April 1, 2020 at the San Diego Convention Center
  - Physical distancing and mitigates spread of COVID-19
  - 4,000 intakes and 639 individuals placed in housing
  - Funds operations | October 15 – December 15, 2020
  - Contributions from RTFH and SDHC will reduce CDBG accordingly
- Rental Assistance





## ESG-CV2 Activities

- ESG-CV2 used to prevent, prepare for and respond to COVID-19
- Immediate operational needs of emergency shelter program
- Allows City to apply other funds to post-pandemic shelter services
- Results in extended duration of programs and increase in number of people served



## Administration | CDBG-CV3 and ESG-CV2

- CARES Act funds subject to review and monitoring
- Annual HUD reporting
- Quarterly CARES Act reporting



## Proposed Property Acquisition | ESG-CV Activities

Permanent Housing with Supportive Services (Hotels)	Amount
FY 2020 CDBG Affordable Housing Revolving Loan Fund	\$10,000,000
CARES Act Coronavirus Relief Funds (CRF)	\$10,000,000
<b>TOTAL</b>	<b>\$20,000,000</b>
ESG-CV Activities	Amount
COVID-19 Compliance Staff at Bridge Shelters	\$1,107,296
Father Joe’s Villages (Shelter)	\$912,611
Permanent Housing with Supportive Services (Operations)	\$1,218,594
<b>TOTAL</b>	<b>\$3,238,501</b>



## Permanent Housing with Supportive Services

- Acquisition of two hotels to provide permanent housing
  - Assist those temporarily housed at the Convention Center
- State Department of Housing and Community Development
  - Homekey Award | \$27,700,000 for the Hotel Circle Property
  - Homekey Reservation | \$10,000,000 for the Kearney Mesa property
- FY 2020 CDBG Affordable Housing Revolving Loan Fund | Amendment
- CARES Act Coronavirus Relief Fund | Agreement

## ESG-CV Activities

- Approved for Housing Recovery Programs in May 2020
- Alternative funding sources identified
- Recommended use
  - COVID Compliance Staff at Shelters
  - Elevated service levels to aid transition from congregate shelters to permanent housing



## Substantial Amendments | FY 2020 Annual Action Plan and Consolidated Plan

- Incorporates CBDG-CV2 and ESG-CV3 funds
- Includes eligible activities in response to COVID-19
- Updates Anticipated Resources, Goals and Objectives
- 5-day public comment period
- Submittal to HUD

## Requested Actions

The CPAB is asked to recommend Council approval of the following:

- Accept and expend federal ESG-CV2 funds in the amount of \$22,796,116, as recommended by staff
- Accept and expend federal CDBG-CV3 funds in the amount of \$12,210,017, as recommended by staff
- Amend the Consolidated Plan and FY 2020 Annual Action Plans to include approved allocations
- Approve the 1<sup>st</sup> Amendment to the CDBG Affordable Housing Revolving Loan Fund MOU

CONSOLIDATED PLAN ADVISORY BOARD		
FISCAL YEAR 2022 CDBG APPLICATION SCORING CRITERIA (draft)		
CATEGORY: Public Services		
		Overall Score: 100
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	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
	<b>Total points for Section 1:</b>	13
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	
<b>Total points for Section 2:</b>		28
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



Category	Criteria	Maximum Score
	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>	22
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. Public Service project must be considered a Low and Moderate Income Limited Clientele Activity (LMC) by serving one of the following populations:	12
	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 <i>(CDD Score)</i>
	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
	<b>Total points for Section 4:</b>	17
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	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 <i>(CDD Score)</i>
	0%-5%=0 points      41%-60%=3 points 6%-20%=1 point      61%-80%=4 points 21%-40%=2 points      81%-100%=5 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: <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.</i>	0
	<b>Total points for Section 6:</b>	2

CONSOLIDATED PLAN ADVISORY BOARD		
FISCAL YEAR 2022 CDBG APPLICATION SCORING CRITERIA (draft)		
CATEGORY: Economic Development		
		Overall Score: 100
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
	<b>Total points for Section 1:</b>	12
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 outcomes	5	
<b>Total points for Section 2:</b>		28
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

Category	Criteria		Maximum Score
		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>		22
<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 and City of San Diego business owners; provides references used for this determination; describes a success story or successful outcome. 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		12
	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.*		<b>3</b> <i>(CDD Score)</i>
	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
	<b>Total points for Section 4:</b>		18
<b>5. 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 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:		<b>5</b> <i>(CDD Score)</i>
		0%-5%=0 points 6%-20%=1 point 21%-40%=2 points	41%-60%=3 points 61%-80%=4 points 81%-100%=5 points
<b>Project Eligibility &amp; Performance Indicators</b>	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

Category	Criteria	Maximum Score
6. Perf	*Due to COVID-19 pandemic organizations will not receive a deduction. Please note, CPAB may review past performance to evaluate other sections of application.	
	<b>Total points for Section 6:</b>	2

CONSOLIDATED PLAN ADVISORY BOARD		
FISCAL YEAR 2022 CDBG APPLICATION SCORING CRITERIA (draft)		
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	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
	<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 I neither 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>		28
	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; (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.	5

Category	Criteria		Maximum Score	
3. Project Specifics		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.	3	
	b. Project Schedule: Applicant describes how the project will be completed and funds expended within the required 24-month timeline specifying key milestones:		6	
	a. Permitting and design completion			
	b. Project will be released for bid			
	c. Construction contract awarded			
	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	
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. Construction projects must be considered a Low and Moderate Income Limited Clientele Activity (LMC) by serving one of the following populations:		15	
		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.*		4	
	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	
<b>Total points for Section 4:</b>			22	
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		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:		5	
		0%-5%=0 points 6%-20%=1 point 21%-40%=2 points	41%-60%=3 points 61%-80%=4 points 81%-100%=5 points	(CDD Score)
	<b>Total points for Section 5:</b>			20

Category	Criteria	Maximum Score
<b>6. Project Eligibility &amp; Performance Indicators</b>	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.</i>	
	<b>Total points for Section 6:</b>	<b>2</b>

CONSOLIDATED PLAN ADVISORY BOARD		
FISCAL YEAR 2022 CDBG APPLICATION SCORING CRITERIA (draft)		
CATEGORY: Multi-Family Housing Rehabilitation		
		Overall Score: 100
Category	Criteria	Maximum Score
1. Organization Capacity	a. Organizational Multi-Family Housing Rehabilitation Experience:	
	i. Applicant describes their experience in successfully implementing projects of similar scope and comparable complexity	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
	<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. Housing Impact: Applicant describes the housing stabilization improvements that will be completed and the expected impact of the proposed project. Applicant explains whether the proposed project will result in a healthy and safety, sustainability or ADA accessibility improvement so existing housing stock.	5
	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 provides number of unduplicated City of San Diego households to be assisted and describes the methodology used to determine anticipated project results.	5
<b>Total points for Section 2:</b>		28
: Specifics	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.	3
	<i>(If the 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.)</i>	
ii. Applicant describes existing construction/architectural plans and demonstrates a knowledge of all applicable permits required for the proposed project. If permits not needed, applicant provides documentation for basis of that determination	5	



Category	Criteria	Maximum Score	
3. Project	that determination.	(CDD Score)	
	b. Project Schedule: Applicant describes how the project will be completed and funds expended within the required 24-month timeline with specifying key milestones:	6	
	a. Permitting and design completion		
	b. Project will be released for bid		
	c. Construction contract awarded		
	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	
4. Project Benefits	a. Applicant clearly describes how the project will provide services to high need populations and provides the references used for this determination	15	
	b. Geographic Targeting location: Applicant describes whether the proposed multi-family housing project improvements are 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 (CDD Score)	
	c. Proximity to public transit and employment: In relation to the Consolidated Plan Goal to increase and preserve affordable housing in close proximity to transit, employment, and community services; applicant describes how the housing project will meet this goal	4	
	<b>Total points for Section 4:</b>		22
5. Budget	a. Demonstration of Maintenance Capabilities: Applicant explains how the proposed project improvements will be maintained and financed in the future, specifically identifies alternative future sources of funding that could be used to maintain the improvements and demonstrates that the project will not rely exclusively on CDBG funds for deferred maintenance responsibilities.	7	
	b. Total Project Budget information by funding sources:	5	
	i. Budget for project identifies all sources of funding for the total project costs		
	ii. Applicant explains whether alternative sources of funding other than CDBG have been pursued. Provides details on alternative sources that were successfully secured as leverage and explain, if applicable, why alternative funds were not secured and any barriers to securing leveraged funds.		
	c. Budget details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items	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:	5 (CDD Score)	
	0%-5%=0 points 6%-20%=1 point 21%-40%=2 points	41%-60%=3 points 61%-80%=4 points 81%-100%=5 points	
<b>Total points for Section 5:</b>		20	

Category	Criteria	Maximum Score
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.</i>	
	<b>Total points for Section 6:</b>	2

Economic Development

Draft Fiscal Year 2022 CDBG & CARES ACT

Scoring Criteria:  
All RFP Categories

Consolidated Plan Advisory Board

October 01, 2020



## 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 2022: Standard

Public Services

Economic  
Development

Nonprofit  
Facility  
Improvements

Multi-Family  
Housing  
Rehabilitation



**Public Service Categories: CARES ACT NOFA\***

Healthcare  
Services

Senior  
Services

Childcare  
Services

Educational  
Access

Food  
Distribution

*\*Please note: CPAB  
will not be scoring  
these applications*



## RFP Budgets for FY 2022 *(tentative)*

Category	Estimated Budget
Public Services	\$550,000
Community & Economic Development	\$1,750,000
Nonprofit Facility Improvements	\$2,000,000
Multi-Family Housing Rehabilitation	\$1,500,000

## Scoring Criteria Recommended Revisions

- Section 4.a: Success Story
  - Applicant should be able to provide additional documentation for success and/or impact in community
- Section 5.a: Leveraged Funding
  - Applicant should be able to show how receiving CDBG funding can be leveraged into other funding opportunities



## COVID-19 Impact

- How has COVID-19 impacted organizations business model?
- Outcomes and budget compared to previous years
- Are outcomes achievable?
- Are organizations eligible for other funding sources?



## Action Requested

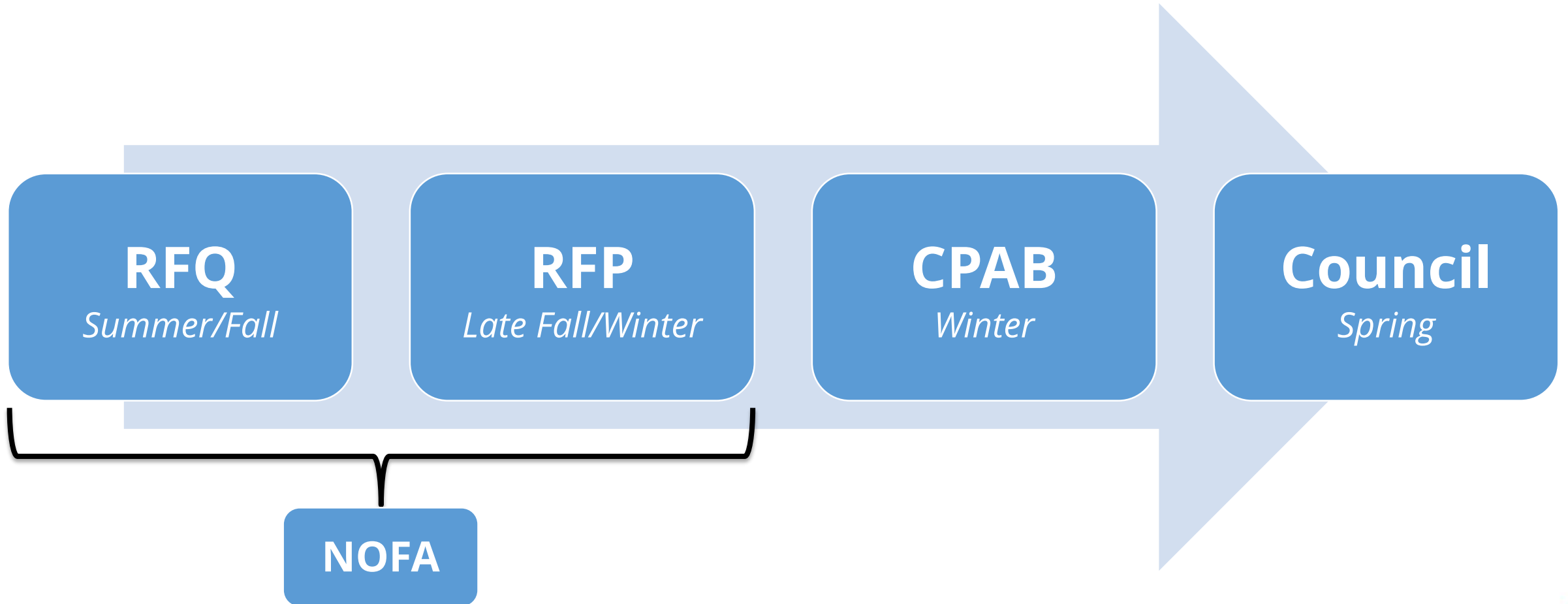
***The CPAB is asked to approve the revisions to the Fiscal Year 2022 CDBG Request for Proposal (RFP) Scoring Criteria.***

Economic Development Department

*FY 2022 CDBG and CARES Act Public Service  
Notice of Funding Availability*

Consolidated Plan Advisory Board  
October 1, 2020

## Annual NOFA Sequence



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NOFA Title	City Department	NOFA Publish Date	↑ RFP/Application Deadline(PT)	Actions
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- *Resources: How to Register an Organization*
- *Resources: How to Submit an RFQ Response*

## Two-Phase Process: Part 1



Is the applicant organization ready to contract with the City of San Diego?

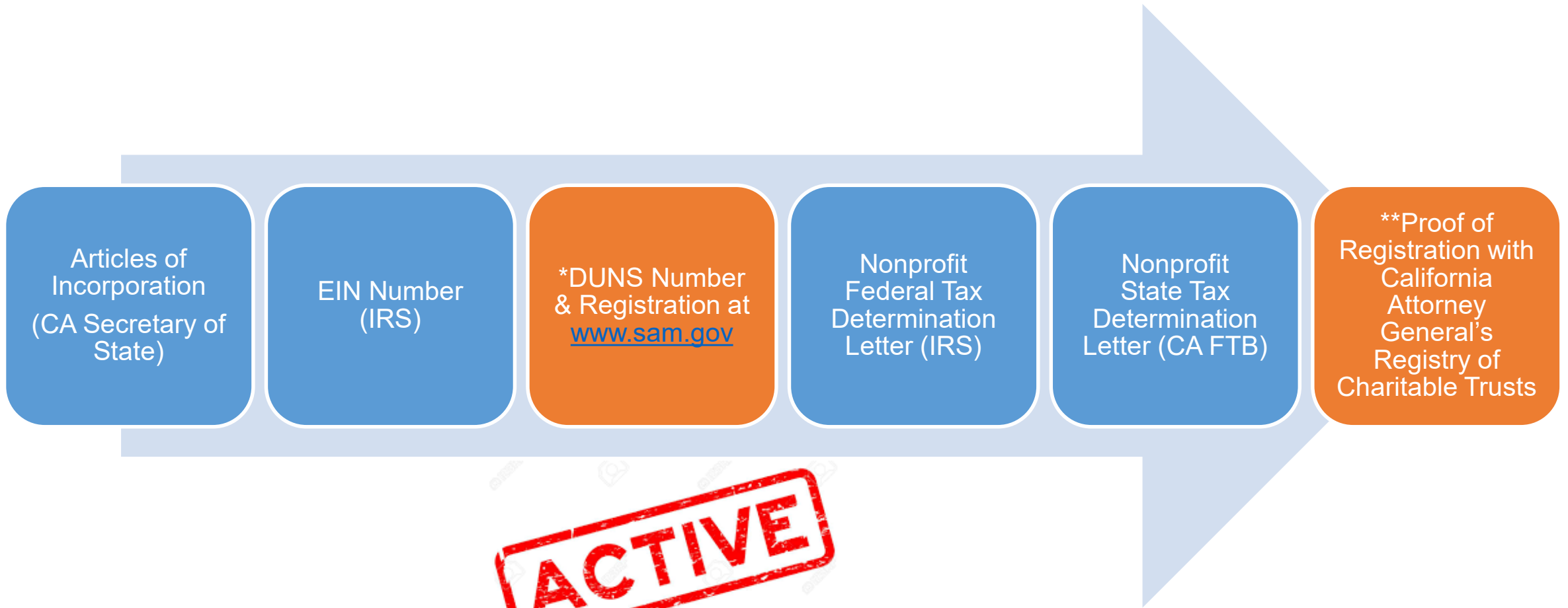
What program or service is the applicant organization proposing during the contract period?

## RFQ: Required Financial Documents

- Board-approved **Audited Financial Statements** for the latest fiscal year that ended



# RFQ: Registration and Status Requirements

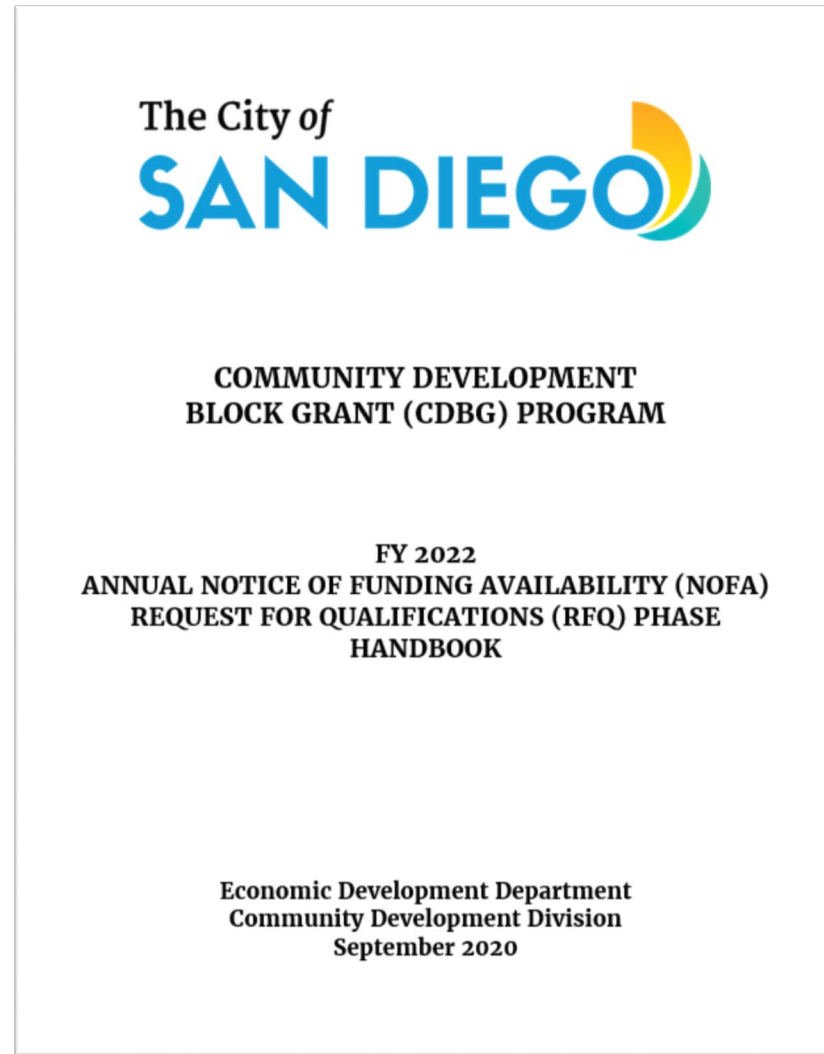


\*CDBG Grants

\*\*501(C)(3) Organizations



## RFQ: Handbook



## Two-Phase Process: Part 2



Once an applicant is  
"qualified" during the RFQ  
phase...



...it is eligible to submit  
project-specific proposals  
during the RFP phase.

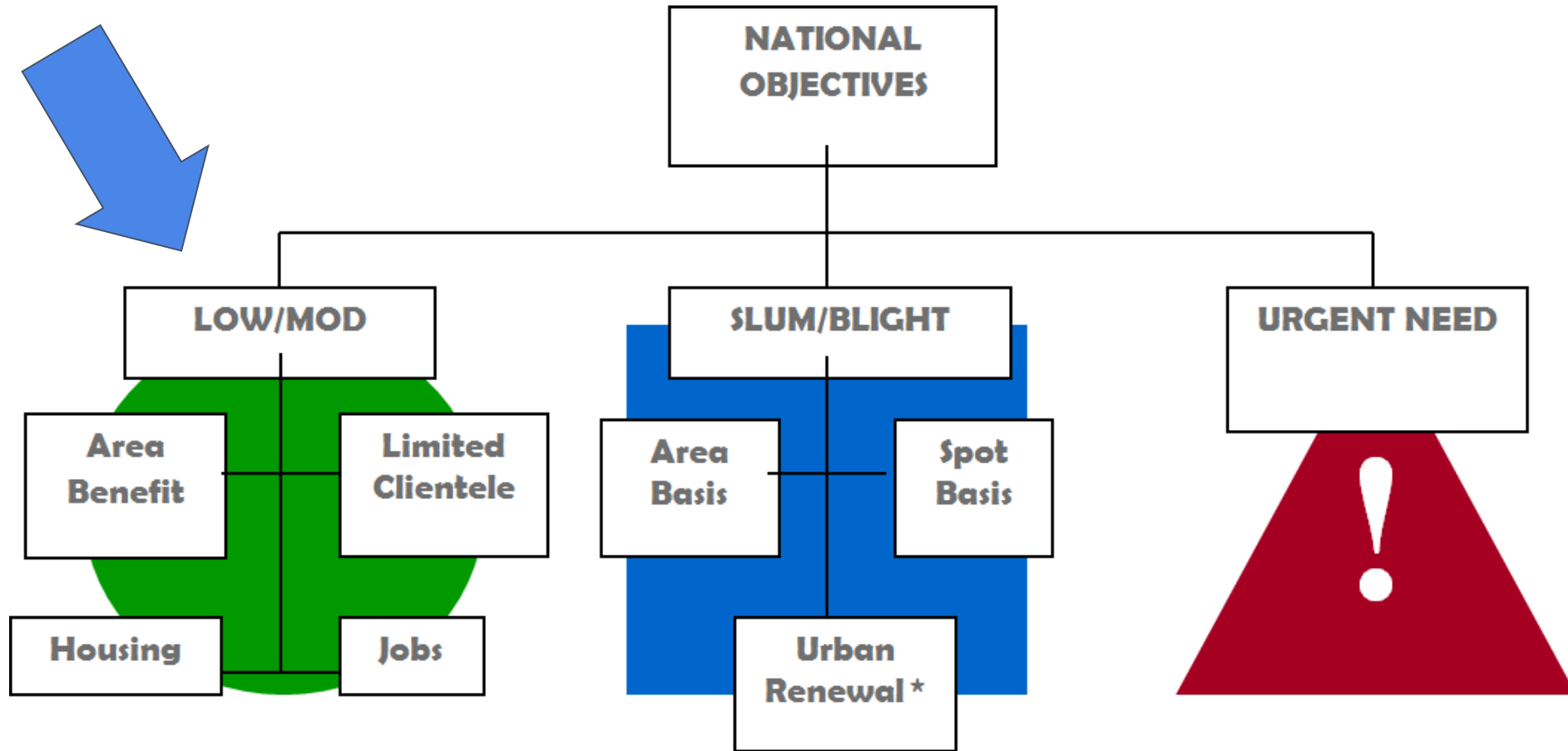
## CDBG | Community Development Block Grants

### Primary Objective:

Improve living environment, expand economic opportunities, and provide decent housing for low- and moderate-income residents and areas.



# CDBG: Eligibility



## Consolidated Plan Goals

The City's Consolidated Plan informs HUD and the community how the City plans to invest its CDBG funds over the course of five years. Currently, it identifies seven (7) GOALS in which CDBG funds may be invested.

**GOAL 1:** Increase and preserve **affordable rental and homeowner housing** to improve access to **housing** opportunities that reflect community needs, including, but not limited to, opportunities in close proximity to transit, employment, and community services.

**GOAL 2:** Enhance the City's economic stability by investing in inclusive economic growth initiatives that develop and strengthen **small businesses and support local entrepreneurs**.

**GOAL 3:** Foster individual and household resiliency by **investing in employment and workforce development** programs and improving access to job opportunities.

## Consolidated Plan Goals

**GOAL 4:** Support the development of vibrant, equitable, and adaptable neighborhoods by investing in **public facilities and critical infrastructure**.

**GOAL 5:** **Assist individuals and families to gain stable housing after experiencing homelessness or a housing crisis** by providing appropriate housing and service solutions grounded in best practices.

**GOAL 6:** **Invest in community services that promote equity and serve vulnerable populations** including, but not limited to, refugees and recent immigrants, previously incarcerated, veterans, youth, seniors, and food insecure households.

**GOAL 7:** Finance **impactful nonprofit facility improvements** to provide new or increased access to programs that serve vulnerable populations or implement sustainability measures.



# **Upcoming Funding Opportunities**

## ***Community Development Block Grants and CARES Act***



## Public Services

**Minimum Allocation**

**\$50,000**

**Eligible Activities**

- Employment training
- Senior services\*
- Health Services
- Homeless services
- Disability services\*
- Domestic violence services
- Tenant/landlord counseling
- Substance abuse services
- Mental health services
- Housing counseling
- Food banks/meal distribution
- Youth services

**Outcome Measure**

Low/moderate-income clientele

**Requirements**

Prequalify clients prior to providing service; document income eligibility and demographic data in case files

*\*Presumed LMI possible*



## Community/Economic Development

**Minimum Allocation**

- **\$50,000** for microenterprise technical assistance

**Eligible Activities**

- Microenterprise technical assistance

**Outcome Measures**

- Low/moderate-income clientele
- Businesses established or expanded

**Requirements**

One-one-one technical assistance must lead to new or expanded microenterprises; prequalify clients prior to providing service; document income eligibility and demographic data

# Nonprofit CIP: Public Facilities & Multifamily Housing

<b>Minimum Allocation</b>	<b>\$100,000</b>	
<b>Eligible Activities</b>	<ul style="list-style-type: none"> <li>• New construction or rehab of public facilities               <ul style="list-style-type: none"> <li>➤ ADA improvements</li> <li>➤ Health/safety hazards</li> </ul> </li> </ul> <p>Examples: Senior and youth centers; homeless facilities; neighborhood facilities; health facilities; child care centers; handicapped centers</p>	<ul style="list-style-type: none"> <li>• Multi-unit residential rehab               <ul style="list-style-type: none"> <li>➤ Rental housing</li> <li>➤ Non-sustainability scope</li> </ul> </li> </ul>
<b>Outcome Measures</b>	<ul style="list-style-type: none"> <li>• Low/moderate-income clientele</li> <li>• Low/moderate-income households</li> <li>• Low/moderate-income area (if primarily residential and benefitting all residents)</li> </ul>	
<b>Requirements</b>	<p>Facilities improved must be documented as serving LMI clients at least 51 percent of the time; housing units rehabilitated must be restricted 100 percent to LMI households; complete project within two years</p>	

## Addressing Impacts of COVID-19 | CARES Act

### Additional Public Service Funds

- \$1.4M CBDG (FY 2021)
- \$2.1M CDBG-CV (CARES Act)

### Project Considerations

- Prepare for / Prevent / Respond to COVID-19 Emergency
- Defined Eligible Activities
- Avoid Duplication of Benefits

### Expedited Proposal Review



## CARES Act | Public Services

### Prepare for, Prevent or Respond to COVID-19

**Minimum Allocation**

**\$ 25,000**

**Eligible Activities**

- Healthcare Services
- Senior Services\*
- Childcare Services
- Educational Access / Digital Divide
- Food Banks / Meal Distribution

***The City has prioritized these 5 eligible activities for the CARES Act Public Services NOFA***

**Outcome Measure**

Low/moderate-income clientele

**Requirements**

Prequalify clients prior to providing service; document income eligibility and demographic data in case files

*\*Presumed LMI possible*

## Timeline

Date	Step
09/21/2020	RFQ Workshop (Virtual)
09/25/2020	RFQ released via ED Grants
10/02 – 10/16/2020	Technical assistance appointments available
10/23/2020	RFQ responses due in ED Grants
11/06/2020	Organizations notified of “qualified” or “not qualified” status
11/09/2020	RFP released via ED Grants to “qualified” organizations only
12/18/2020	RFP responses due in ED Grants
01/22/2021	Notification of Results: CARES Act Grants only
03/05/2021	Notification of Scoring/Ranking: FY 2022 CDBG Grants

**Thank you!**

City of San Diego  
Economic Development Department

**[CDBG@san Diego.gov](mailto:CDBG@san Diego.gov)**

**619-236-6700**

**[www.sandiego.gov/CDBG](http://www.sandiego.gov/CDBG)**

**Questions?**