

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

MINUTES

Wednesday, September 13, 2023

1200 3rd Avenue, 14th Floor, San Diego, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none"> • Abena Bradford, Council District 3 • Yegin Chen, Council District 1 • Rich Thesing, Council District 7 • Abena Bradford, Council District 3 • Lauren Graces, Council District 5 • Victoria Barba, Council District 8 • Jordan Beane, Council District 2 	<ul style="list-style-type: none"> • Smith Sirisakorn, Council District 6 • VACANT, Council District 4 • VACANT, Council District 9

STAFF PRESENT	ATTENDANCE
<ul style="list-style-type: none"> • Michele Marano, Community Development Coordinator • Nadine Hassoun, Community Development Specialist • Ashley Gain, Community Development Project Manager • Nancy Luevano, Community Development Project Manager • Liza Fune, Contract Monitoring • Tina Hines, Contract Monitoring • Alicia Martinez- Higgs, ED Capital Projects 	<p><i>Two (2) members of the public joined the meeting. Public had access to meeting via Zoom Webinar</i></p>

Call to Order

1. CPAB Co-Chair Abena Bradford called the meeting to order at 10:00 a.m. Abena Bradford took roll call; five board members were present. Quorum was achieved at the same time. Victoria Barba joined the meeting at 10:10am.
2. Community Development Specialist Nadine Hassoun reviewed meeting rules including that the meeting will be streaming on Zoom.

Board Member Announcements

3. No board member announcements were made.

Staff Announcements

4. Nadine Hassoun, Community Development Specialist introduced Jordan Beane as the new CPAB member representing Council District 2. Jordan currently serves as the Chief of Staff for the Regional Task Force and Homelessness. Previously he spent three years as a Communication Director and Policy Advisor for San Diego City Council member Jennifer Campbell. Before working the public sector, Jordan spent a decade on the NFL as a digital media professional for two different teams where he received three Emmy's for his work. We are excited to have Jordan on the CPAB board. Welcome on board!

5. Nancy Luevano, Community Development Project Manager shared the "Save the Date: FY 2025 Community Development Block Grant Notice of Funding Availability" notice. The annual Community Development Block Grant Notice of Funding Availability (NOFA) will be released a couple of weeks later than usual this year due to the timing of the Council Meeting sessions related to the approval of the Fiscal Year 2025-2029 Consolidated Plan goals. To help interested organizations, a checklist was made available early to help prepare all required documents for the release of the Fiscal Year 2025 CDBG NOFA. The checklist for Request for Qualification (RFQ) may also be found on the City of San Diego website at www.sandiego.gov/cdbg/apps. The listed requirements will need to be entered into our ED Grants Application once released.

The Economic Development Department will release the Fiscal Year 2025 CDBG NOFA available to nonprofit organizations on October 9, 2023. The Request of Qualifications (RFQ) submittal deadline will be November 9, 2023, at 5:00p.m. Once the Fiscal year 2025-2029 Consolidated Plan goals are approved by City Council, the Request for Proposals (RFP) will be released. The anticipated date of release is December 15, 2023, with a tentative submittal deadline of January 19, 2024. Organizations interested in learning more about the CDBG application process with the City of San Diego may attend our virtual RFQ workshop on Thursday, October 12, 2023 @ 10:00 a.m.

6. Nadine Hassoun provided an update on the Consolidated Plan. Nadine thanked board members who attended the Kickoff Virtual Meeting on August 17, 2023. Staff will be hosting the in-person Community Forum meetings for the month of October 2-12, 2023. The flyer (*in handouts*) has all the listed community forums. Also, a survey was released and may be found on the City of San Diego webpage; bit.ly/sdconsolidatedplan. The survey was translated to ten languages including Spanish, Arabic, Vietnamese, Mandarin, Korean and Tagalog. Flyers will be available in all the aforementioned languages. Nadine encouraged board members to share the survey with your networks, friends and family members. Nadine will follow up via email with the flyer information.

Approval of Minutes

1. CPAB Member Yegin Chen shared a comment. Yegin would like his name to be written in the minutes as Yegin Chen not Chen, Yegin.
2. Motion to approve minutes from previous meeting August 9, 2023, by Rich Thesing seconded by Lauren Graces. Minutes approved, 4-0, 2 members abstained. The meeting minutes will be for reference only.

Non-agenda Public Comment

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

Action Items

4. **Selection of CPAB Chair and Vice Chair**
 - a. CPAB member Rich Thesing nominated Abena Bradford for CPAB Chair. Yegin Chen, seconded the nomination. Nomination approved 6-0.
 - b. CPAB member Rich Thesing nominated Yegin Chen for Vice Chair. CPAB member Lauren Graces seconded the nomination. Nomination approved 6-0.
5. **Creation of Scoring Criteria Ad-Hoc Committees**
 - a. Nadine Hassoun shared the criteria of the Ad-Hoc Committees to review and update the FY25 Scoring Criteria. The Ad-Hoc Committees will meet via virtual meetings during the month of November to discuss possible revisions of the FY25 scoring criteria asking CPAB to vote to create these committees to update and discuss the criteria. The committees will be combined with the committees created in July 2023 to update and discuss Council Policy 700-02. The Ad-Hoc Committees are limited to four CPAB members. Nadine will schedule meetings in October. The following members would like to serve on the Ad-Hoc Committee; Yegin Chen, Larn Graces, Victoria Barba and Abena Bradford. An invitation will be made to Smith Sirisakorn. If there are more than four members that are interested in serving on a committee, a second committee will be made. A motion to approve Ad-Hoc Committee(s) was made by Jordan Beane and seconded by Yegin Chen. Approved 6-0.
 - b. CPAB member Abena Bradford asked a question regarding the topics that will be discussed during the FY25 Scoring Criteria/CP 700-02 Ad-Hoc Committee meetings. Michele Marano, Community Development Coordinator provided an example of possible topics that may be discussed during a meeting i.e., "limiting the number of times a subrecipient may apply for a CDBG grant in a 5-year period."
 - c. Nadine Hassoun will be emailing the recommendations made during the previous Consolidated Plan, FY 2019-2024, to the Ad-Hoc Committee members. Nadine will be reaching out to the committee members with a couple of options for meeting dates and times.

Discussion Items

6. **Michele Marano, Community Development Coordinator presented on Fiscal Year 2023 Draft Consolidated Annual Performance and Evaluation Report (CAPER).** *(Document attached)*
- a. CPAB member Yegin Chen asked what percentage of the people served is represented by the HOME funds? Jennifer Kelly, San Diego Housing Commission shared that for the example, the St. Teresa of Calcutta Villa developed by Father Joe's Village used 6.7% of the HOME funding. Other funding sources such as State funding, Federal tax credit and loans were also used.
 - b. CPAB member Abena Bradford asked if CDBG funding was only used for affordable rental units and not for home ownership programs. Michele Marano shared that the affordable housing projects shared in the presentation were funded by HOME funds and not by CDBG grants. HOME Investment Partnerships Program is dedicated to establishing affordable housing for low-income households. The City of San Diego's program, Bridge to Home uses CDBG funds for property acquisition and rehabilitation for affordable units.
 - c. CPAB member Yegin Chen asked regarding individuals served per program fiscal year. Michele Marano clarified that individuals served were unduplicated clients that may only be counted once per fiscal year regardless of how many times the individual participated in the program.
 - d. CPAB member Abena Bradford asked if there was a report that named the organizations that provided the services to individuals. Michele Marano shared that once the Annual Consolidated Plan report was finalized, the Economic Development Department posts on the City's website documents that identify activity tables. For example, for homelessness, there is a table that identifies the number of participants served, the name of the service provider and the outcomes achieved by the project including the expenditures that were made during that fiscal year.
 - e. CPAB member Abena Bradford asked if the percentage pertaining to Goal 5: Public Facilities/Critical Infrastructure served 8% individuals was correct. Michele Marano clarified that the Consolidated Plan is an estimated goal. When establishing goals in a Consolidated Plan the following are considered; the amount of funding, the category and how many people may be impacted. Ultimately each project is based on the NOFA (Notice of Funding Availability). If a project does not complete its goals, it is explained to HUD the reasons why the project was not achieved during the planning cycle. HUD recognizes that the Consolidated Plan is a planning setting tool and that there are opportunities to amend the goals.
 - f. CPAB member Rich Thesing thanked Michele Marano for the detailed presentation presented today. Rich commended the Economic Development Department for all the work they do.

- g. CPAB member Yegin Chen also thanked Michele Marano for her presentation. Yegin Chen asked what the difference between a desk and remote monitoring review audit under Compliance and Administration. Michele shared that there were two types of reports that subrecipients submit monthly. The first is an MPR (Monthly Program Report) that includes information on the services performed during the month and how many individuals were served. They are assigned to their Program Managers to review. The Program Manager reviews the performance outcome, monitors the program trends to identify if the program is performing adequately or not meeting their desired goal objectives. The next is a fiscal desk audit which the subrecipients submit monthly as Request for Reimbursement (RFR). The subrecipients submit receipts, expenditures, invoices and proof of payment to receive a reimbursement. Lastly, the Monitoring and Performance Management team reviews the systems that the nonprofit organizations have in place. The Monthly Programmatic Reports (MPRs) and Request for Reimbursement (RFRs) reports are reviewed. The monitoring team reviews the program's intake forms, their supporting documents, verification of participants income level, reports of unduplicated clients and their database used for the program. For the fiscal audit, they compare their accounting reports with their expenditures that are used for the program.
- h. Abena Bradford thanked Michele Marano for her presentation. Abena shared that she was glad that the CDBG funds were used for much needed programs.

Public Comments via Zoom

- i. Is the 20% admin funds still expected? When applying for affordable housing funds do you check with communities before authorizing funds from neighborhood councils and community partner groups such as parks and recreation. Do you provide low-income communities of concern with a climate equity index and action plan with an ETA? Michele Marano shared that there is a 20% cap in CDBG funds that may be invested in administration funds that includes items like: rent, staff salary, supplies, trainings, the Fair Housing program and consultants paid during the Consolidated Plan or doing fiscal studies. The affordable housing funds are determined on the Consolidated Plan goals. It is a percentage of the CDBG funds committed to affordable housing. How the funds are deployed is based on various agreements. For example, the HOME funds are deployed through the San Diego Housing Commission which has a full program to submit projects in affordable housing.
- j. Why is Paving Great Futures receiving such a large amount under two categories? Michele shared that she does not have the information with her at this moment. Michele provided her email, mmarano@san Diego.gov.
- k. Can you please send out public notices? Michele shared that public notices are sent to everyone on the CDBG email distribution list. If someone is interested in receiving updates on the CDBG program, you are encouraged to sign up in our interest list at www.sandiego.gov/cdbg/apps. You will then receive emails with information on the

public notices, notices of Notice of Funding Availability (NOFA), Request for Qualification (RFQ), Request for Proposal (RFP), meeting dates and agendas for the monthly CPAB meeting.

Other Items

CPAB member, Yegin Chen had the following questions to be discussed during the next CPAB meeting. 1) There was extra CDBG FY24 funding that was not allocated. Where was the funding allocated to? Question 2) During the CDBG FY24 application process, there with nine applicants that made it to the RFQ phase, however, did not make it through the RFP phase. What happened to these applicants?

Adjournment

7. Meeting closed at 11:34 am.

DRAFT

Economic Development Fiscal Year 2023 Draft Consolidated Annual Performance and Evaluation Report (CAPER)

Consolidated Plan Advisory Board
September 13, 2023



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FY 2023 CAPER | Introduction



Annual Action Plan

City Fiscal Year 2023, HUD Program Year 2022
For CDBG, HOME, and ESG Programs

July 2022

Prepared by:
The City of San Diego
Economic Development Department
Community Development Division
1200 Third Ave., Suite 1400 MS56D
San Diego, CA 92101-4157



Draft Consolidated Annual Performance and Evaluation Report (CAPER)

City Fiscal Year 2023, HUD Program Year 2022
For CDBG, HOME and ESG Programs

September 2023

Prepared by:
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Economic Development Department
Community Development Division
1200 Third Ave., Suite 1400 MS56D
San Diego, CA 92101-4157

<https://www.sandiego.gov/cdbg/general/plansreports>

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Consolidated Plan Goals



1. Affordable Housing
2. Assist with Stable Housing (Homelessness)
3. Small Businesses/Local Entrepreneurs
4. Employment and Workforce Development
5. Public Facilities and Critical Infrastructure
6. Community Services to Promote Equity and Serve Vulnerable Populations
7. Nonprofit Facility Improvements for New or Increased Access



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FY 2023 Partnerships

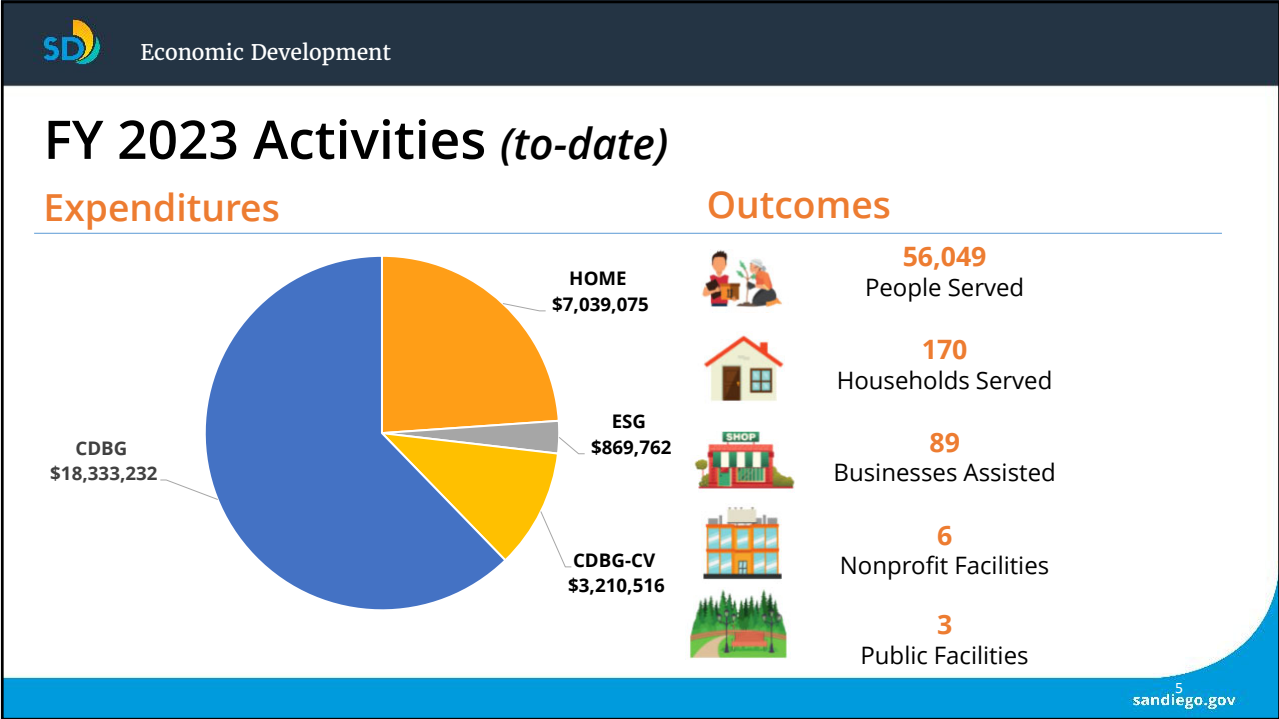
San Diego Housing Commission



County of San Diego



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Economic Development

Goal 1: Affordable Housing

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






The Orchard at Hilltop
Developed by: Affirmed Housing

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SD Economic Development

Goal 1: Affordable Housing



St. Teresa of Calcutta Villa
Developed by: Father Joe's Village



Trinity Place
Developed by: Wakeland Housing & Development Corporation

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SD Economic Development

Goal 1: Affordable Housing

5-Year Consolidated Plan Goal	FY 2023 DRAFT Outcomes	Progress To-Date (Years 1 - 4)
Rental Units Constructed: 700 households	80 households	247 households - 35%
Rental Units Rehabilitated: 140 households	0 households	617 households - 440%
Single Family Housing Rehab: 200 households	0 households	78 households - 39%
Financial Assistance: 155 households	13 households	109 households - 70%

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Goal 2: Assist with Stable Housing (Homelessness)

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.



Interim Shelter and Housing Navigation



Goal 2: Assist with Stable Housing (Homelessness)

5-Year Consolidated Plan Goal	FY 2023 DRAFT Outcomes	Progress To-Date* (Years 1 - 4)
Rapid Rehousing: 1,000 households	77 households	313 households - 31%
Overnight Shelter: 8,000 individuals	6,038 individuals	10,282 individuals - 128%
Support Services: 10,000 individuals	6,441 individuals	23,390 individuals - 233%



Goal 3: Small Business and Local Entrepreneurs

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



Karen Organization of San Diego
Refugee Microenterprise Program



Goal 3: Small Business and Local Entrepreneurs



Access
Microenterprise Program



Somali Bantu Association
WE DREAM

Goal 3: Small Business and Local Entrepreneurs

5-Year Consolidated Plan Goal	FY 2023 DRAFT Outcomes	Progress To-Date (Years 1 and 4)
1,400 businesses	89 businesses	733 businesses - 52%
128 jobs	0 jobs*	53 jobs - 41%

** Projects reporting outcomes in the "jobs created/retained" category are pending closeout and jobs outcomes will be reported in the FY 2024 CAPER and beyond.*

Goal 4: Employment and Workforce Development

Foster individual and household resilience by investing in employment and workforce development programs and improving access to job opportunities.



Kitchens for Good
Project Launch



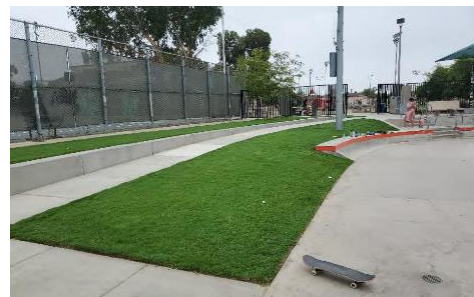
Goal 4: Employment and Workforce Development

5-Year Consolidated Plan Goal	FY 2023 DRAFT Outcomes	Progress To-Date (Years 1 - 4)
2,500 individuals	422 individuals	1,937 individuals - 77%



Goal 5: Public Facilities and Critical Infrastructure


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




Linda Vista Skate Park
Parks & Recreation Department

SD Economic Development

Goal 5: Public Facilities and Critical Infrastructure



Woodman Street Improvements (Before)
Transportation and Stormwater



Woodman Street Improvements (After)
Transportation and Stormwater

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SD Economic Development

Goal 5: Public Facilities and Critical Infrastructure

5-Year Consolidated Plan Goal	FY 2023 DRAFT Outcomes	Progress To-Date* (Years 1 - 4)
30 facilities	3 facility	10 facilities - 30%
500,000 individuals	7,545 individuals	38,585 individuals - 8%

** City facility and infrastructure projects can take 24 months or longer to complete. Some City facility and infrastructure projects supported with FY 2023 (or earlier) funds will be reported in the FY 2024 CAPER and beyond.*

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Goal 6: Community Services

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



Travelers Aid Society of San Diego
Senior Solutions (CARES Act Program)



Goal 6: Community Services



Family Health Centers of San Diego
Safe Point San Diego



Reality Changers
Reality Changers (CARES Act Program)



Goal 6: Community Services

5-Year Consolidated Plan Goal	FY 2023 DRAFT Outcomes	Progress To-Date* (Years 1 - 4)
62,605 individuals	11,497 individuals	22,223 individuals - 35%

**Due to the ongoing impacts of COVID-19, some services were delayed and contract terms extended. Some FY 2023 and CARES Act-funded project outcomes will be reported in subsequent CAPERS.*



Goal 7: Nonprofit Facilities

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



Father Joe's Villages
Paul Mirabile Center Plumbing Renovation

SD Economic Development

Goal 7: Nonprofit Facilities



Serving Seniors
Senior Center Facility Improvements



Access Youth Academy
Access Youth Academy Southeastern Project



²³
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SD Economic Development

Goal 7: Nonprofit Facilities

5-Year Consolidated Plan Goal	FY 2023 DRAFT Outcomes	Progress To-Date (Years 1 - 4)
20 facilities	6 facilities	22 facilities - 110%
42,000 individuals	23,832 individuals	45,169 individuals - 107%

²³
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Consolidated Plan Outcomes | Challenges

1. Additional CARES Act Funds - Project outcomes will be reported in the FY 2024 CAPER and beyond
2. Consider Homelessness Services and Community Services project outcomes in total
3. Draft FY 2023 CAPER will be updated prior to HUD submittal



Compliance and Administration

Monitoring and Performance Management

- 689 program desk audits
- 604 fiscal desk audits
- 45 remote monitoring reviews

Nonprofit Organization Capacity Building

- 30 onsite visits and 29 virtual meetings for construction projects to assist with pre-bid, pre-construction, worker interviews
- 21 construction technical assistance meetings
- 40 one-on-one technical assistance meetings during the annual NOFA process

Fair Housing

- Fair Housing Hotline: 1-844-449-3500
- 1,881 fair housing inquiries received
- 152 unduplicated investigations
- 54 virtual workshops/training sessions; 619 attendees



Next Steps

Public Comment Period

15-day public comment period
September 1 to September 16

CAPER Submission Deadline

September 28, 2023
Submitted to HUD for approval

Supplemental Materials Online

www.sandiego.gov/CDBG/plansreports



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