



THE CITY OF SAN DIEGO

**CONSOLIDATED PLAN ADVISORY BOARD
SPECIAL MEETING NOTES**

FRIDAY, OCTOBER 28, 2011

CIVIC CENTER PLAZA
1200 THIRD AVENUE, SUITE 1400
SAN DIEGO, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
William Moore, Council District 1 Jennifer Litwak, Council District 2 Vicki Granowitz, Council District 3, Vice Chair Audie de Castro, Council District 4, Chair Robert McNamara, Council District 6 Mathew Kostrinsky, Council District 7 Aaron Friberg, Council District 8	

STAFF
Vivian Moreno, Council District 8 Beth Murray, Deputy Director, Economic Development Angela Nazareno, CDBG Program Administrator Liza Fune, CDBG Coordinator Vickie White, CDBG Program Stimulus Specialist Thomas Kenaya, CDBG Accountant Rosalia Hernandez, CDBG Administrative Aide II

Call to Order

- The Consolidated Plan Advisory Board (CPAB) special meeting was called to order at 9:02 a.m. A quorum was established.

Non-Agenda Public Comment

- Jim Varnadore requested consistency in the presentations during Application Workshops.
- Lisa Cuestas (Casa Familiar) was pleased that 5 points were added back to LMI criteria 2.
- Vickie White, CDBG Stimulus Program Specialist, introduced herself to the Board and public.

Information/Discussion Items

- Board Member Robert McNamara asked for clarification and staff concurred that the “Estimated CDBG Entitlement Budget ~~of~~ is 20-25% (TBD) ~~of~~ less than FY 2012 CDBG Allocation.”
- The Board inquired about the noticing and advertisement for the FY 2013 CDBG Application availability. Staff responded: the Notice of Availability will be posted on the CDBG web page; published in the San Diego Daily Transcript, Asian Business Journal, San Diego Business Journal, Voice and Viewpoint, and El Latino publications; and an e-mail blast with attachments of application forms will go out to anyone who has applied, attended a meeting, or requested to be placed on the mailing list. It was suggested staff more fully utilize Community Planning Groups and their mailing lists and Christina Griffith (Senior Community Centers) suggested the use of the County Action Network and staff agreed to look into both suggestions.
- The Board and several members of the public inquired about the date when the application forms would be available and the timeframe allotted for the application filing and the whole application/scoring/selection process. Staff responded that this is based on several factors: forms and handbook are still in development based on criteria approved; a required noticing period must be kept; presentations before committees and Council and HUD final submission date of May 15 must be met; limited staffing available. Staff noted that the applicant did not have to wait until attending a workshop to start filling out and compiling application materials.
- The Board inquired as to what type of support is offered to applicants. Staff responded: all applicants will be required to attend workshop (Public Services, Community & Economic Development, and/or Development/Capital Improvement Projects) depending on project application submitted; applicants will be able to verbally ask or submit in writing questions to be answered during the presentation; questions and answers will also be posted on CDBG FAQ web page; staff will be available to answer questions immediately following the workshop and for by-appointment one-on-one technical assistance; a detailed Application Handbook will be distributed to assist with the application process. Vida Navarro (San Ysidro Health Center) asked if questions could be sent to staff prior to the workshops and this was welcomed by staff, with the note that the questions be submitted via e-mail at least 24-hours prior to workshop. Workshops will consist of a program overview, fiscal overview, and application overview. Translation and/or ADA services are also available upon prior request. The question of convenience of location was brought up and staff stated it would work with District 8 to find a San Ysidro location to hold at least one workshop. Board Member Jennifer Litwak suggested staff should avoid using a potential agency’s location to avoid any conflict of interest.
- Mr. McNamara inquired as to whether Board members should/could attend workshops as observers. Staff welcomed such participation. However, Vice-Chair Vicki Granowitz

deferred the workshop presentation and any Q&A to staff in order to maintain consistency among all workshop presentations. Ms. Granowitz also cautioned against over-committing City staff to workshop presentations when their time could be better utilized with one-on-one technical assistance.

- Several Board members expressed concern over the amount of time that was allotted to them to review and score applications. Staff responded that this should be discussed at a future Board meeting – to address the timing issue as well as the logistics of reviewing and scoring possibly hundreds of applications. The Board agreed to discuss at next meeting.
- The Board inquired about the FY 2013 Annual Action Plan item. Staff responded this is part of the citizen participation plan and process required during this 30 day period where CDBG goes out to the community and receive feedback on the CDBG, ESG, HOME, and HOPWA allocations. Community participation and response is usually not very high and staff requested any suggestions to increase outreach and participation. One suggestion was a presentation before the Community Planners Committee (Community Planning Group chairs) and staff agreed to look into it; as well as any other community outreach suggestions.
- Staff notified the Board there is a CDBG Reprogramming Hearing scheduled for the November 2 Public Safety & Neighborhood Services Committee to reprogram approximately 7 million in CDBG grant funds. Staff feels it is important that the Board keep in mind when reviewing and approving applications that it is important to ensure that projects selected can really go forward. Hearing before City Council is tentatively scheduled for the first week of December.
- Ms. Granowitz inquired about the recent Hotline investigation of an agency that may have misused CDBG funds. Ms. Murray responded that after an extensive City audit, the allegations were substantiated and, pending the release of a Demand Letter to the Agency, she will be able to discuss in more detail at the next regularly scheduled Board meeting.

Action Item

- There were no actions items.

Adjournment

- Mr. Kostrinsky motioned to adjourn; Mr. McNamara seconded. Meeting was adjourned at 10:02 a.m.