



THE CITY OF SAN DIEGO

**CONSOLIDATED PLAN ADVISORY BOARD
NOTES FOR REGULAR MEETING**

WEDNESDAY, JULY 11, 2012

SAN DIEGO CIVIC CONCOURSE
NORTH TERRACE ROOMS 207-208
202 'C' STREET
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 Michael C. Morrison, Mayor's Office	Mathew Kostrinsky, Council District 7 Aaron Friberg, Council District 8

STAFF PRESENT	ATTENDANCE SHEET
Beth Murray, Deputy Director, Economic Development Maureen Ostrye, Program Administrator, CDBG Eliana Barreiros, Policy Coordinator, CDBG Ulysses Panganiban, Project Manager, CDBG Lydia Goularte, Fiscal Unit Project Manager, CDBG Thomas Kenaya, Accountant, CDBG Karen Garcia-Verboonen, Intern, CDBG Mathew Packard, Housing Innovations VP, SDHC Kathi Houck, Senior Program Analyst, SDHC Keith Corry, Senior Program Analyst, SDHC Bill Luksic, Senior Program Analyst, SDHC	<ul style="list-style-type: none"> Twenty-six (26) people signed the attendance sheet.

Call to Order

- The Consolidated Plan Advisory Board meeting was called to order by Board Chair de Castro at 9:02 a.m. A quorum was established with six members present.

Staff Announcement

- The Palisades Park Comfort Station ADA Upgrades Project included in the Fiscal Year (FY) 2013 Annual Action Plan has been removed from the funding list due to Community Development Block Grant (CDBG) eligibility issues raised by staff from the United States Housing and Urban Development (HUD). The \$285,000 of FY 2013 CDBG funds previously allocated to the project will be reprogrammed at a future date.

Action/Discussion Items

- Item 7a: Staff requested the Board provide a recommendation on the pending second amendment to the *Memorandum of Understanding between the City and Housing Commission for the Provision of Homeless Shelter Services* (MOU). The proposed amendment would establish an annual set-aside of CDBG funds for homeless programs administered by the Housing Commission, such as the winter shelter program, Neil Good Day Center, Cortez Hill Family Center, and Connections Housing. The set-aside would count toward the federal cap limiting the amount of CDBG funds that may be spent annually on public services (which must not exceed 15 percent of the annual CDBG grant allocation plus 15 percent of program income received during the prior year). Establishing the annual set-aside would reduce the amount of CDBG funding that would be made available to future public service providers/applicants. If approved, the proposed set-aside would amount to approximately \$1.4 million for FY 2014. Board members discussed the pros and cons of the set-aside and considered comments from the public before moving to *not* recommend amending the MOU to include the set-aside.
- Item 7b: Staff provided an overview of the CDBG application, pertinent regulatory drivers, the application process, and the application solicitation/submittal schedule. Staff identified potential areas of improvement in the process and in the application form itself. A sample set of proposal guidelines and submission instructions with a scoring sheet was passed out. Board members discussed the need to simplify the application and to move quickly in reviewing and making changes to the application to give applicants as much time as possible to prepare their submittals for FY 2014 funding.
- Item 7c: The Board appointed the following members to serve on an ad hoc committee on improving the CDBG application for FY 2014: William Moore (chair), Robert McNamara, and Vicki Granowitz.
- Item 7d: The presentation on Neighborhood Revitalization Strategy Areas (NRSA) was tabled until the next meeting.

Public Comment (Non-Agenda and Agenda)

- The following persons commented on Item 7a (*Set aside CDBG funds for the purpose of funding the City's homeless shelters, as well as other homeless service programs operated by the Housing Commission*) of the agenda:
 - Ben Avey, Family Health Centers of San Diego
 - Jorge Riquelme, Bayside Community Center
 - Mathew Packard, San Diego Housing Commission
 - Jeeni Criscenzo, Amikas

Action Items

- Mr. McNamara moved to approve the meeting notes for the meeting of June 6, 2012; Ms. Granowitz seconded. Motion passed 6-0-0 (Aye – Moore, Litwak, Granowitz, de Castro, McNamara, Morrison; Absent – Kostrinsky, Friberg).
- Ms. Granowitz moved to approve the meeting notes for the meeting of March 26, 2012; Mr. McNamara seconded. Motion passed 5-0-1 (Aye – Moore, Granowitz, de Castro, McNamara, Morrison; Abstain – Litwak; Absent – Kostrinsky, Friberg).
- Mr. Moore moved to *not* recommend amending the *Memorandum of Understanding between the City and Housing Commission for the Provision of Homeless Shelter Services* to include an annual set-aside of CDBG funds for homeless programs administered by the Housing Commission; Mr. de Castro seconded. Motion passed 4-2-0 (Aye – Moore, Litwak, de Castro, Morrison; Nay – Granowitz, McNamara; Absent – Kostrinsky, Friberg).
- Mr. McNamara moved to appoint William Moore, Vicki Granowitz, and Robert McNamara to serve on an ad hoc committee on improving the CDBG application for FY 2014; Ms. Litwak seconded. Motion passed 6-0-0 (Aye – Moore, Litwak, Granowitz, de Castro, McNamara, Morrison; Absent – Kostrinsky, Friberg).
- Mr. de Castro moved to adjourn the meeting; Ms. Litwak seconded. Motion passed 6-0-0 (Aye – Moore, Litwak, Granowitz, de Castro, McNamara, Morrison; Absent – Kostrinsky, Friberg).

Adjournment

- Meeting adjourned at 9:55 a.m.