



THE CITY OF SAN DIEGO

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

WEDNESDAY, AUGUST 30, 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 Vicki Granowitz, Council District 3, Vice Chair Audie de Castro, Council District 4, Chair Robert McNamara, Council District 6 Aaron Friberg, Council District 8 Michael C. Morrison, Mayor's Office	Jennifer Litwak, Council District 2

STAFF PRESENT	ATTENDANCE SHEET
Maureen Ostrye, Program Administrator, CDBG Liza Fune, Contracts Coordinator, CDBG Shirley Reid, Fiscal Analyst, 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 Kathi Houck, Senior Program Analyst, SDHC Bill Luksic, Senior Program Analyst, SDHC	<ul style="list-style-type: none"> • Thirty-six (36) people signed the attendance sheet.

Call to Order

- The Consolidated Plan Advisory Board meeting was called to order by Board Chair de Castro at 9:00 a.m. with five board members present. Mr. Friberg joined the meeting at 9:06 a.m.

Staff Announcements

- The permanent set-aside of CDBG funds starting in FY 2014 for the purpose of funding the City's homeless shelters and other homeless service programs operated by the Housing Commission is tentatively scheduled for reconsideration by the City Council on September 25th. When a time certain is identified, CDBG staff will make this information available in the CDBG website and notify the CDBG distribution list.
 - *Background:* This item was previously considered by the City Council on July 31, 2012. For details, refer to [ITEM-S500: Renewal and Amendment of Memorandum of Understanding between City of San Diego and San Diego Housing Commission for Provision of Homeless Shelter Services](#). At the July 31st hearing, a portion of the actions considered by the City Council was approved while the remaining portion (inclusive of the permanent CDBG funds set-aside) failed. The permanent set-aside was considered by the CPAB at their 7/11 meeting, and the Board moved *not* to recommend amending the MOU to include the set-aside.
- The Draft Fiscal Year 2012 Consolidated Annual Performance and Evaluation Report (CAPER) will be released for public review from 9/4 – 9/19 and will be posted in the CDBG website, <http://www.stg.sannet.gov/cdbg/general/plansreports.shtml>. The CAPER is prepared on an annual basis for submittal to the U.S. Department of Housing and Urban Development (HUD), and it is required given 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 Shelter/Solutions Grant (ESG); and, Housing Opportunities for Persons with AIDS (HOPWA). The CAPER provides an assessment of the City's progress toward its goals and high priority needs for these federal programs. The CAPER reports on how funds were spent for the reporting period and the beneficiaries of the community development, social services and housing activities undertaken.

Action/Discussion Items (discussed in the order that follows)

- Item 7a – Fiscal Year 2014 CDBG Applications, Scoring Criteria and Revisions: The Board discussed the draft application materials and generally arrived at consensus regarding the following: (1) a roster of Board members of applicant agencies along with their affiliation and profession should be part of the main application narrative; (2) applicants should be able to identify/explicate nexus between their office location and the general location of the clients that a project is intended to serve; (3) the category of the project should be identified in the application narrative (top of the page) and applications' numbering system should be specific to the project categories; (4) Questions 4.5 & 4.7

regarding accounting and financial procedures should be combined; (5) Question 4.11 should be broadened given conflict of the interest policies and procedures may be found in other documents beyond the organization's bylaws. The Board could not reach consensus regarding whether the applications' scoring points should be done on a per question basis or whether points should be allocated to specific sections (e.g., project details, target population, agency capacity, etc). Staff responded to questions from the Board regarding the applications' required budget/financial information noting that the information requested is similar to what is needed for the execution of contracts. Staff also noted that while a bit extensive, asking for the subject information minimizes delays in contract execution given that per Council Policy, projects have to be completed in generally 18 months or less and the clock starts ticking as of July 1st (funding allocations are typically ratified by Council around May).

- Item 7b – Fiscal Year 2014 Consolidated Plan Goals Ranking: Staff presented information about allocations to date for the CDBG, HOME, ESG and HOPWA programs noting the declining trend in funding amounts from the FY 2010 – FY 2013 period with exception of ESG monies. Staff also went over the progress to date towards meeting the 13 goals identified as part of the FY 2010 – FY 2014 Consolidated Action Plan cycle (Con Plan). Per the Con Plan, each goal is assigned one or more *goal performance indicators* (such as housing units, public facilities, individuals). For example, Goal 2 aims to create a better environment for persons with special needs inclusive of improving access to public facilities. As such, one of the goals of this Con Plan cycle is to complete upgrades in accordance with the American with Disabilities Act (ADA) within 16 facilities. Overall progress is measured by identifying the status of a goal performance indicator to date which includes: (1) targets for funded projects (per adopted Action Plans for FY 2010, FY 2011, FY 2012 and FY 2013); and, (2) actual improvements completed (per CAPERs for FY 2010 and FY 2011). Staff noted that the *actuals* completed generally pale in comparison to the targets as the only data available for completed projects thus far is limited to Fiscal Years 2010 & 2011 but it is not reflective of all the projects that are currently active and/or were recently funded and are just getting started.

Public Comment (Non-Agenda and Agenda)

- Ms. Stellmacher, with Community HousingWorks, noted the following regarding item 7a: (1) word count for responses in draft application may be too brief – applicants prefer focusing on making a concise argument than on spending a lot of time making something fit in a very limited space; (2) board members' qualifications should allow for a brief narrative; (3) applicants should be able to demonstrate a nexus between their agency location and that of the clients that a project would serve; and, (4) there is a

value in costs per client served beyond the numbers – a brief narrative would allow justification.

Action Items

- Mr. McNamara moved to approve the minutes for the meeting of August 8, 2012; Ms. Granowitz seconded. Motion passed 4-0-1 (Aye – Moore, Granowitz, de Castro, McNamara; Abstain – Morrison; Absent – Friberg).
- The Board discussed the need for a potential special meeting to finalize applications (point scoring system) while considering the CAPER as well as the prioritization of the Con Plan goals for the FY 2014 Action Plan will be on the agenda for the 9/12 CPAB meeting.

Adjournment

- Meeting adjourned at 10:10 a.m.

For further information about the Consolidated Board Advisory Board, please refer to <http://sandiego.gov/cdbq/cpab/index.shtml>.