



THE CITY OF SAN DIEGO

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

WEDNESDAY, OCTOBER 10, 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, Chair Vicki Granowitz, Council District 3, Vice Chair Robert McNamara, Council District 6 Aaron Friberg, Council District 8 Michael C. Morrison, Mayor’s Office	Audie de Castro, Council District 4 Jennifer Litwak, Council District 2

STAFF PRESENT	ATTENDANCE SHEET
Maureen Ostrye, Program Administrator, CDBG Eliana Barreiros, Policy Coordinator, CDBG	<ul style="list-style-type: none"> • Thirty-nine (39) people signed the attendance sheet.

Call to Order

- Vice Chair Granowitz called the Board meeting to order at 9:03 a.m.

Staff Announcements

- Staff noted that the City Council’s Committee on Public Safety and Neighborhood Services (PS&NS) will be discussing Neighborhood Revitalization Strategy Areas (NRSAs) during its October 24, 2012 meeting as [Item-5](#) of the docket.
- Staff noted that it had received notice from Jennifer Litwak, representative for Council District 2, of her intention to resign from the Board due to potential conflict of interest in connection with her new employment.

Board Announcements

- Ms. Granowitz noted that there was misinformation on NRSAs circulating among the members of the Community Planners Committee (CPC). CDBG staff will be attending a future CPC meeting to discuss NRSAs.
- Mr. Friberg noted that the election of a new chair at this meeting was not a coup during Mr. de Castro's absence.

Action/Discussion Items

Mr. Friberg moved, and Mr. McNamara seconded, to move Item 7a, Designation of Next Chair, as the first item on the agenda. The motion passed 5-0-0.

- Item 7a – Designation of Next Chair: Mr. McNamara moved, and Mr. Friberg seconded, to nominate Mr. Moore as the chair of the Board. The motion passed 5-0-0. Mr. Moore immediately took over the duties of chair from Ms. Granowitz, Vice Chair.
- Item 7b – Report from Ad Hoc Committee on Fiscal Year 2014 CDBG Application: The members of the Ad Hoc Committee presented the latest version of the application. Response length would be limited by imposing maximum page counts instead of word counts due to technical issues related to setting word count limits. The Board discussed Question 2.4 and the best way to word it. The Ad Hoc Committee mentioned that requests had been received from the public to allow attachments to the application. The Board discussed the pros and cons of allowing attachments and the how they would affect the size of the applications. Mr. McNamara asked why Question 1.9 did not list all of the 13 goals in the Consolidated Plan. Staff replied that only the goals that could be funded with CDBG funds were listed. The Board discussed how advocacy letters should be handled as part of the application. They agreed letters should be limited in terms of length, font, and font size to keep them from being unwieldy. There was a question regarding projects that could serve both individual clients and households: Which one should be chosen? Staff responded that the applicant makes the determination as to whether its project will serve individual clients or households. A member of the public inquired about Question 2.10 and how points would be awarded. The Board replied that points would be based on the percentage of clients served who are from the City of San Diego; the higher the percentage of City of San Diego clients served, the more points will be awarded to the project. The following motions passed regarding the application:
 - Mr. Friberg moved, and Ms. Granowitz seconded, to revise Question 2.4 of the CDBG application to read: *What is the percentage of LMI residents residing in the Census tract where the office from which the proposed project will be managed is located? Please explain, particularly if below 51%*. The motion passed 5-0-0.

- Mr. Moore moved, and Mr. Friberg seconded, to allow exhibits up to two pages as supplements to Appendix A of the CDBG application. The motion passed 5-0-0.
- Mr. Moore moved, and Ms. Granowitz seconded, to allow the submittal of up to three advocacy letters as an addendum to Appendix A of the CDBG application, with each letter limited to one page in a font size consistent with the application. The motion passed 5-0-0.
- Item 7c – Review of Tentative Work Plan: The Board discussed the tentative agendas for November and December. For November, the priorities will be to: set dates for the February 2012 meetings for the final evaluations of CDBG applications; and review the duties of the Board under Municipal Code §26.2113 and discuss ways to better fulfill said duties. For December, tentative items on the agenda include a staff report on the CDBG funding applications submitted; determining the Ad Hoc Committees for reviewing the CDBG funding applications; and a presentation on the ESG Program by San Diego Housing Commission staff. The Board also discussed the need to establish an attendance policy. Ms. Granowitz brought up Council Policy 600-14, which applies to Community Planning Groups, that sets the limit of the number of absences allowed. As a “custom,” Board members will let staff know whether or not they will be attending a particular meeting to minimize delays in calling meetings to order and uncertainty regarding quorums.

Regarding the Ad Hoc Committee’s task of coming up with a prioritized list of recommended projects for FY 2014 funding, the Board tentatively agreed on the following: Ad Hoc Committee reports will be due to staff by February 6, 2012; staff will compile and report scores to the Board by February 8, 2012; and deliberation meetings will be between February 13 and February 21, 2012, preferably on adjacent days.

- Item 7d – Review and Confirmation of Regular Meeting Time/Dates for Calendar Year 2013: The Board discussed the need to survey all members (including those absent today) of their availability before setting up a meeting schedule for Calendar Year 2013. Board members anticipated the need to hold two back-to-back special meetings to discuss and finalize the prioritized list of recommended projects for FY 2014 funding.

Public Comment (Non-Agenda and Agenda)

- No speaker slips were submitted. However, members of the audience asked questions of Board members and staff directly regarding the application.

Additional Action Items

- None

Adjournment

- Meeting adjourned 10:23 a.m.