



THE CITY OF SAN DIEGO

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

WEDNESDAY, NOVEMBER 14, 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 Audie de Castro, Council District 4 Robert McNamara, Council District 6 Aaron Friberg, Council District 8 Michael C. Morrison, Mayor's Office	<ul style="list-style-type: none"> • None

STAFF PRESENT	ATTENDANCE SHEET
Amy Gowan, Program Manager, CDBG Maureen Ostrye, Program Administrator, CDBG Eliana Barreiros, Policy Coordinator, CDBG Ulysses Panganiban, Project Manager, CDBG	<ul style="list-style-type: none"> • Thirteen (13) people signed the attendance sheet.

Call to Order

- Chair Moore 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) discussed Neighborhood Revitalization Strategy Areas (NRSAs) during its October 24, 2012 meeting as [Item-5](#) of the docket.
- Staff introduced Amy Gowan, Program Manager, as a new member of the CDBG Program. Ms. Gowan briefly described her background and experience.

Board Announcements

- Mr. McNamara asked staff about the current status of the Redevelopment Agency repayments to CDBG. Staff responded that the current Recognized Obligation Payment Schedule approved by the California Department of Finance lists the repayments, enabling the repayments to be made. Staff has also been coordinating with HUD staff to monitor the status of the repayments.
- Ms. Granowitz mentioned that staff gave a presentation on NRSAs to the Community Planners Committee on October 23, 2012.

Action/Discussion Items

- Item 6a – Set Dates for February 2013 Meetings for Final Evaluations of CDBG Applications: Staff presented the Board with five pairs of potential meeting dates in February 2013 to discuss and determine the Fiscal Year 2014 CDBG application scoring and ranking recommendations. After some deliberation, Mr. McNamara moved, and Ms. Granowitz seconded, to meet Monday, February 11, 2013, from 8:00 a.m. to 12:00 p.m. and Tuesday, February 12, 2013, from 5:00 p.m. to 9:00 p.m. The motion passed 6-0-0.
- Item 6b – Set Regular Meeting Schedule for Calendar Year 2013: Mr. Friberg moved, and Mr. de Castro seconded, to set the second Wednesday of the month from 8:30 a.m. to 10:00 a.m. as the regular meeting date/time for the Board in Calendar Year 2013. The motion passed 6-0-0.
- Item 6c – Review Duties of Board Under Municipal Code §26.2113: The Board discussed its role regarding providing advice and recommendations on policy issues relating to the Consolidated Plan, the Annual Action Plan, CDBG, ESG, HOME, and HOPWA. Staff clarified the current process for allocating and disbursing ESG and HOME funds via the San Diego Housing Commission. Board advice and recommendations regarding ESG, HOME, and HOPWA are provided primarily during the preparation of the City's 5-Year Consolidated Plan. Staff clarified the relationship between, and the purpose of, the Consolidated Plan and the Annual Action Plan. The Board also discussed when and how it should interact with the community regarding the federal grant programs it has purview over. Questions from the Board and responses from staff were as follows:
 - *How can the Board weigh in on policy issues?* The Consolidated Plan approved by Council sets the City's policy regarding CDBG, ESG, HOME, and HOPWA. A new Consolidated Plan will need to be in place by July 1, 2014. During the preparation of that plan, the Board will have opportunities to provide advice and policy recommendations. The Board also has the opportunity to provide advice and policy recommendations during the annual process of prioritizing the goals of the Consolidated Plan.

- *When will the process for the next Consolidated Plan begin? Is there a schedule available?* The next Consolidated Plan must be in place by July 1, 2014. Because the new Consolidated Plan must also contain the first Annual Action Plan for the 5-year cycle, the Consolidated Plan must be approved by Council by May 15, 2014. Staff anticipates hiring a consultant, which may take up to six months, to provide outreach and research support, while staff prepares the bulk of the document using HUD's new electronic eCon Planning Suite. The draft Consolidated Plan will need to go through an extensive vetting process, which would include the public, the Board, PS&NS, community groups and stakeholders, and the Council. The City will have approximately a year and half to complete the process.
- *How is ESG administered?* ESG is administered by the San Diego Housing Commission per a Memorandum of Understanding (MOU) between the City and the Housing Commission, which assumed the management of all of the City's homeless-related programs. Municipal Code 26.2113 was approved at the time when City staff directly administered ESG and had not yet transferred it to the Housing Commission. Using its established procurement process, the Housing Commission uses ESG and CDBG funds to enter into contracts with nonprofit providers to operate the City's winter homeless shelter program, Cortez Hill Family Center, and Neil Good Day Center.
- *How is HOME administered?* HOME is administered by the San Diego Housing Commission per an MOU between the City and the Housing Commission. Policies on HOME are set during the Consolidated Plan process and meetings with staff, Council offices, the Housing Commission Board of Directors, the community, and housing advocates.
- *How is HOPWA administered?* HOPWA is administered by the County of San Diego per an MOU between the City and the County.
- *What should be the proper level of interaction between the Board and members of the community?* Board members can interact with the community as the need and inquiries arise. Discretion will need to be exercised, however, during the application period. Staff will consult with the City Attorney's Office on general guidelines regarding the Board's level of interaction with members of the community at large. Staff can act as the liaison between Board members and the public in terms of relaying inquiries from the public to the Board.

Following are the motions passed by the Board:

- Mr. Moore moved, and Ms. Granowitz seconded, to direct staff to provide a tentative schedule to the Board regarding the preparation of the new 5-Year Consolidated Plan in January 2013 to enable the Board to know its role in the Consolidated Plan process. The motion passed 6-0-0.

- Mr. Moore moved, and Mr. McNamara seconded, to have staff relay public inquiries regarding the Consolidated Plan and related documents and issues to Board members when appropriate. The motion passed 6-0-0.
- Mr. Moore moved, and Ms. Granowitz seconded, to nominate Mr. McNamara and Ms. Granowitz to be the Board's representatives on the committee that will select the consultant to provide support in preparing the new 5-Year Consolidated Plan. The motion passed 6-0-0.

Public Comment (Non-Agenda and Agenda)

- Lt. Charles Lara, Director of the San Diego Family Justice Center, spoke about the Safety and Self-Sufficiency Program that benefits victims of domestic violence.
- Christina Griffith, with Senior Community Centers, asked about the Board's community involvement in relation to knowing firsthand the needs in the community that could be addressed through CDBG and disseminating information about CDBG.

Additional Action Items

- None

Adjournment

- Meeting adjourned 10:15 a.m.