



THE CITY OF SAN DIEGO

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

WEDNESDAY, JUNE 12, 2013

SAN DIEGO CIVIC CONCOURSE
NORTH TERRACE ROOMS 207–209
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	Sam Duran, Council District 5 Michael C. Morrison, Mayor's Office

STAFF PRESENT	ATTENDANCE SHEET
Amy Gowan, Program Manager, CDBG Eliana Barreiros, Policy Coordinator, CDBG Ulysses Panganiban, Project Manager, CDBG	<ul style="list-style-type: none"> 18 people signed the attendance sheet

Call to Order

- Chair Moore called the Board meeting to order at 9:04 a.m. with four Board members present. Quorum was achieved at 9:17 a.m. with the arrival of Mr. Friberg.

Staff Announcements

- The Mayor's Office has announced the creation of the Planning and Neighborhood Restoration Department, which will include the Community Development Block Grant (CDBG) Program. The department director will be William Fulton. [Click here for the media release.](#)

- The United States Department of Housing and Urban Development (HUD) has released the Fiscal Year (FY) 2014 allocations to the City for the following entitlement programs: Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). The table below compares the estimated allocations with the actual ones:

<i>Fiscal Year 2014</i>	<i>Estimated</i>	<i>Actual</i>	<i>Difference</i>
CDBG Entitlement	\$10,703,022	\$11,327,381	\$624,359
HOME Entitlement	\$4,450,000	\$4,309,278	-\$140,722
ESG Entitlement	\$1,119,065	\$780,817	-\$338,248
HOPWA Entitlement	\$2,883,128	\$2,726,216	-\$156,912
Total	\$19,155,215	\$19,143,692	-\$11,523

- The [Request for Proposals for the Development and Preparation of the Consolidated Plan for Fiscal Years 2015–2019 \(H136017\)](#) was released on May 30, 2013. Proposals are due on June 28, 2013. A pre-proposal meeting is scheduled for June 13, 2013. Staff anticipates selecting and contracting with a firm by September 2013 to provide research and outreach support in preparing the next Consolidated Plan.
- Recruitment for the HUD Program Manager position within the CDBG Program is underway. Information on the position may be obtained through the Personnel Department [website](#).

Board Announcements

- Mr. McNamara asked staff for a status update on the reauthorization of Board members with expiring terms. Staff responded that it was the responsibility of the Mayor’s Office to process appointments and that no updates were available at that time.

Non-Agenda and Agenda Public Comment

- R. Daniel Hernández, with La Maestra Community Health Centers, commented that it would be helpful for applicants to know which parts of the CDBG application will be changed and which parts will stay the same so that applicants can get a head start for the FY 2015 cycle by working on the parts that will remain the same.

Discussion and Action Items

- Item 6a – FY 2014 CDBG Allocation Process: The Board received a staff report and proceeded to conduct a debrief on the Public Safety and Neighborhood Services Committee (PS&NS) meeting of June 5, 2013, which discussed the FY 2014 CDBG allocation process and ways to streamline it for the FY 2015 funding cycle. The PS&NS meeting established a working group consisting of representatives from the Council

offices, the Mayor's Office, the Office of the Independent Budget Office, CDBG staff, and Board members to review the application form, the application process, and allocation policies. Board members discussed the relationship of the tasks of the working group with the tasks of the Board in improving the application form and allocation process. There was consensus for the Board to continue with its task of reviewing and improving the application form and allocation process simultaneously with the work to be done by the PS&NS working group and to coordinate later.

- Item 6b – FY 2015 CDBG Application: Staff reported to the Board on ways to improve the CDBG application for the FY 2015 funding cycle based on its experience in reviewing the applications submitted for FY 2014 and feedback from applicants. Suggestions include the following:
 - Revising the Checklist to make it more user-friendly by reformatting it to be a decision tree and including a diagram telling applicants how their completed application should look like and be arranged upon submittal;
 - Streamlining the submittal requirements by allowing digital submittals of materials;
 - Allowing for the use of application materials submitted in previous years for renewal applicants;
 - Providing sample responses to the questions;
 - Eliminating redundancies and multiple solicitations of the same information;
 - Adding a list of definitions to the terms used in the application;
 - Clarifying/rewording questions that multiple applicants had trouble with understanding; and
 - Releasing the application earlier (in September) to avoid review during the December holiday season.

Staff mentioned the need to revisit the application considering the perspectives of the applicants, staff, and Board reviewers—all parties involved in the process. If the application for the FY 2015 funding cycle is to be released by September 2013, revisions and the final version approved by the Board must be finished by the beginning of August 2013. Staff recommended that the Board focus on discussing changes to policy, goals, and the scoring criteria, while staff focuses on the technical aspects of the application.

Board members mentioned the following suggestions to improve the application evaluation process:

- Interviewing applicants as part of the evaluation process;
- Hearing public comments before applications are scored;
- Deferring the “Auditing Control” and “Implementation” sections to staff only for a pass/fail evaluation;
- Providing training to Board members on how to evaluate the “Auditing Control” and “Detailed Budget” sections;
- Providing staff technical assistance to Ad Hoc Committees; and

- Providing better definitions of terms used (e.g., “member of target population” in terms of the applicant agency’s Board of Directors).

After the discussion, Board members agreed to review the application and bring marked-up copies to the July 2013 CPAB meeting identifying proposed revisions, questions to leave to staff for evaluation, and how to score each question (numeric or pass/fail).

- Item 6c – CPAB Attendance Policy: After a brief discussion, Mr. McNamara moved, and Ms. Granowitz seconded, to establish the following attendance policy for the Board:
 - A Board seat shall be deemed vacant upon the occurrence of one of the following: delivery to the Board chair of a letter of resignation; three consecutive absences (excused or unexcused); or four absences (excused or unexcused) between April 1 and March 31. The vacant seat shall be reported to the Council and Mayor for appointment.

Motion passed 5-0-0 (Aye – Moore, Granowitz, McNamara, de Castro, and Friberg; Absent – Duran and Morrison).

- Next Meeting:
 - Potential agenda items include: the CDBG application and receiving a staff report on the status of the development of the FY 2015–2019 Consolidated Plan.

Additional Action Items

- Ms. McNamara moved, and Mr. de Castro seconded, to approve the minutes for the meeting of May 8, 2013. Motion passed 5-0-0 (Aye – Moore, Granowitz, McNamara, de Castro, and Friberg; Absent – Duran and Morrison).
- Chair Moore moved, and Ms. Granowitz seconded, to report to the Council and Mayor the vacancy of the seat previously occupied by Mr. Morrison due to lack of attendance since December 2012. Motion passed 5-0-0 (Aye – Moore, Granowitz, McNamara, de Castro, and Friberg; Absent – Duran and Morrison).

Adjournment

- Meeting adjourned 10:33 a.m.