



THE CITY OF SAN DIEGO

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

NOTES FOR MEETING

WEDNESDAY JUNE 11, 2014

SAN DIEGO CIVIC CONCOURSE
NORTH TERRACE ROOMS 207-208
202 'C' STREET
SAN DIEGO, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none"> • Joyce Abrams, Council District 1 representative • Maruta Gardner, Council District 2 representative • Vicki Granowitz, Council District 3 representative • Ken Malbrough, Council District 4 representative • Earl Wong, Council District 6 representative • Richard Thesing, Council District 7 representative • Aaron Friberg, Council District 8 representative • Nohelia Patel, Council District 9 representative 	<ul style="list-style-type: none"> • Valerie Brown, Council District 5 representative

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> • Sima Thakkar, HUD Programs Manager • Leo Alarcon, CDBG Project Manager • Daichi Pantaleon, Project Manager • Marla Robinson, Administrative Aide 	<p>11 people signed the attendance sheet</p>

Call to Order

- Vicki Granowitz called the meeting to order at 9:04 a.m. with eight Board members present. Quorum was achieved at the same time.

Approval of Minutes

- Ms. Granowitz called for a motion for the approval of the minutes from the May 2014 meeting.

- Mr. Thesing motioned to approve minutes, Ms. Abrams seconded the motion. Minutes were then approved, 7-0-1(abstain).

Staff Announcements

- Ms. Thakkar announced that the Economic Development Division, where the HUD Programs Administration Office is located, will be moved out of the Planning and Neighborhood Services Department as of FY 2015 and the Economic Development Department will be established. Ms. Thakkar stated that there should be no direct changes to the HUD Programs Office but the City will hire a new Economic Development Director for the department.
- Ms. Thakkar also announced that the HUD Programs Administration Office received notification that HUD will be sending a representative to conduct an audit the week of July 14-17. Ms. Thakkar stated that the HUD representative will be reviewing at the FY 13 and FY 14 Annual Action Plan, the FY 12 and FY 13 CAPER (Consolidated Annual Performance Evaluation Report). Mr. Richard Thesing asked how the audit is conducted. Ms. Thakkar stated the audit is formulaic and HUD identifies beforehand what projects they will be reviewing. Ms. Thakkar stated a lot of information will be pulled from IDIS (Integrated Disbursement and Information System) which is the database the HUD Programs Office uses to track all CDBG related activities.

Board Announcements

N/A

Non-Agenda and Agenda Public Comment

- Mr. Eddie Price, representing GRID Alternatives, submitted a request to review the scoring sheets and was concerned about the range of scores from CPAB on the scoring sheets. Mr. Price noted the range was from 0-95 and would like more interaction between CPAB and the applying agencies in order to have a better application.

Agenda Item(s)

Item 6.a and 6.a.i.:

Performance Indicators to Date and Revised Scoring Criteria for FY16 Applications

Ms. Sima Thakkar introduced the items and gave two brief presentations regarding future performance indicators for funded projects and revising the scoring criteria beginning as of FY16 for the CDBG applications. *Please see attached presentations for more information.*

- Ms Granowitz asked Mr. Malbrough and Ms. Gardner for an update on the Ad Hoc committee meetings:

- Mr. Malbrough is in favor of staff developing the new performance indicators for CDBG funded projects. In regards to the review criteria for the CDBG applications, Mr. Malbrough stated it is a difficult process and will most likely be revised annually.
- Ms. Gardner reminded the other CPAB members that any questions in regards to scoring or the application should be brought up at one of the Ad Hoc meetings of the reviewers. Ms. Gardner stated that the goal is to refine the process and the scoring criteria and to make the process easier and more efficient for the applying agencies.
- Ms. Granowitz, in regards to the performance indicators, stated that agencies would not have to submit any additional information.
- Ms. Abrams mentioned that in reviewing the applications, she had to flip back and forth through the application to find the correct information. Ms. Abrams presented an application sample borrowed from the County of San Diego RFP (Request for Proposals) process she recently was involved with. Ms. Abrams believes there are elements to the County's review process that can be used by the City to help in the CDBG application process.
- Mr. Friberg asked about the timeframe from the FY16 application process. Ms. Thakkar answered that staff is currently working on the timeframe but she envisions a similar timeline to last year's application process.
- Mr. Thesing stated the importance of the Ad Hoc committee meetings to help refine the scoring criteria in order to avoid the large discrepancies in the scores from the Board members.
- Ms. Patel would like to clarify with other CPAB members to ensure there is not a large discrepancy in the scores.
- Mr. Wong stated that the difficult aspect of the scoring is the subjectivity. Mr. Wong stated that it is critical to fully understand all of the projects. Mr. Wong stated that perhaps having more communication from the agencies (explaining their project) would help inform CPAB members of the benefits of the proposed projects.
- Ms. Granowitz clarified that CPAB was given direction by City Council to be mindful of the discussion between the CPAB members about scoring/re-scoring because of issues in adjusting scores and rankings. Ms. Granowitz mentioned that although the scores may have had a large range of scores, the rankings by the CPAB members were typically similar.
- Ms. Thakkar restated that City staff has to comply with a fair and transparent process and that some of the steps that are in place now are to ensure agencies understand exactly what their scores are.
- Ms. Abrams stated that giving the agencies appropriate and clear directions so they know exactly what is expected on the application. Ms. Abrams stated that subjectivity should be taken out of the process and agencies should only be scored on their application.

Adjournment

- Meeting adjourned at 10:20 am.



Community Development Block Grant (CDBG) Performance Indicators & Applications Review Criteria For Non-Profit Applicant Agencies Planning, Neighborhoods & Economic Development Department

06/11/2014 — CPAB HUD Programs Office 1

Horizontal lines for form input



General Overview Performance Indicators Active FY 2015 projects

- Based on data/information compiled by City staff as part of requirements that apply to all active projects
General requirements:
- Submittal of monthly reports
- Submittal of monthly Requests for Reimbursements (RFRs)
- Weekly certified payroll reports (CIP Projects ONLY)
- Regular monitoring inclusive of site visits
 - At recipients' offices
 - At construction sites
 - Scheduled and un-announced

06/11/2014 — CPAB HUD Programs Office 2

Horizontal lines for form input



Background

- Different types of projects, different allocation budget and different considerations:
- Public Services (PS)
 - Community Economic Development (CED)
 - Capital Improvement Projects (CIPs)

06/11/2014 — CPAB HUD Programs Office 3

Horizontal lines for form input



Performance Indicators for Active FY 2015 projects

➤ Progress to Date and Rate of Expenditures

- Comparing outcome performance and expenditures to the contract time period
- Based on agency's Request for Proposal (RFP) submission
- Public Services (PS) and Community Economic Development (CED)
 - ✓ 12 month contract period
 - ✓ #s assisted and budget detailed in Scope of Services
 - ✓ Monthly Programmatic Reports (MPRs)
- Deviations in services delivered or expenditure rate may occur due to a variety of reasons. Agencies will be able to describe deviations in their MPRs.

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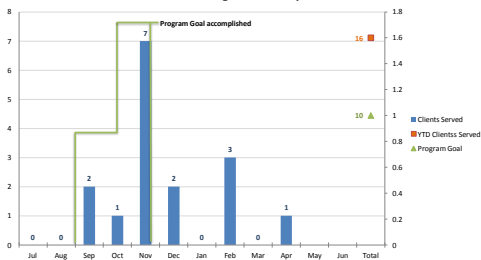
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4



Performance Indicators for Active FY 2015 projects

FY2014 YTD Program Accomplishments



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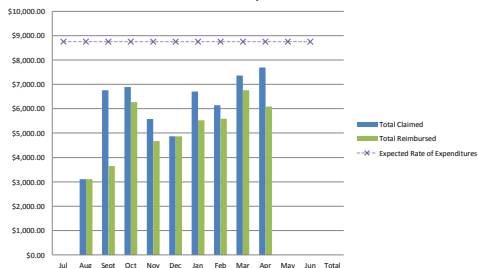
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5



Performance Indicators for Active FY 2015 projects

FY2014 YTD Expenditures



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6



**Performance Indicators
for Active FY 2015 projects**

➤ Progress to Date and Rate of Expenditures cont...

- Capital Improvement Projects (CIPs)
 - ✓ 18 month contract period
 - ✓ 90 days for Notice To Period (NTP) issued by HUD Program Staff
 - ✓ Monthly Programmatic Reports (MPRs)
- Construction timeframes and expenditures may vary due to project scope and deviations may occur due to a variety of reasons. Agencies will be able to describe deviations in their MPRs.

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**Performance Indicators
for Active FY 2015 projects**

Construction Milestones and Rate of Expenditures



06/11/2014 — CPAB HUD Programs Office 8



**Performance Indicators
for Active FY 2015 projects**

➤ Submittal Timeliness and Budget Conformance

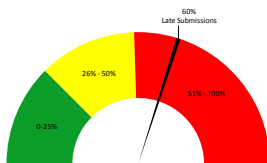
- Examining timeliness of submitting required reports and consistency with the approved budgets
- Based on agency's Request for Proposal (RFP) submission

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**Performance Indicators
for Active FY 2015 projects**

FY2014 YTD MPR or RFR Submission



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10



**Performance Indicators
for Active FY 2015 projects (Cont.)**

➤ Results of monitoring/Site visits

- HUD requires monitoring of subrecipient agencies on an annual basis
- Results of monitoring visits as follows:
 - ✓ No concerns or issues
 - ✓ Concerns: Recommendations Only
 - ✓ Findings: Corrective Actions Required

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11



Background

➤ Current CPAB Review/Scoring Criteria

- Applies to ALL applicants (governmental and non-governmental organizations) and ALL project types
- Last iteration adopted by City Council on 1/14/2014
- Significant changes from previous:
 - Benefits low-moderate income based on greatest need
 - Based on population and/or area served
 - Documented leverage funds in with a 50% target

➤ New Application Model per Con Plan for FY 2016 – FY 2019

- Establish an RFQ/P process exclusive to non-profit agencies
- Establish a review criteria specific to this process –*task at hand*

➤ Staff presented overview/suggestions to CPAB on May 2014 Meeting

- Staff currently working with CPAB Ad Hoc Committee

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12



Current Criteria & Proposed Changes

*** Denotes further refinements is needed based on the type of project: PS vs. CED vs. CIP

Overall Themes	Changes
Abidance with and relationship to Con-Plan Goals	Delete
Project Benefits to High-Need Populations/Area ("geographic targeting")	<i>Edited for clarity & brevity</i>
Project Need and Justification Project is evaluated in terms of the case made by applicant re its need and the evidence/data/studies referenced	NEW
Project objectives, outcomes and goals Project is evaluated in terms of its overall goal(s), objective(s) and its quantitative outcome(s) and how these respond to/address the identified need	<i>Edited for clarity & brevity</i>
Overall project scope, characteristics & schedule/timeliness Project is evaluated in terms of its general characteristics, its target population and its readiness	<i>Edited for clarity & brevity ***</i>

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13



Current Criteria & Proposed Changes (Cont.)

*** Denotes further refinements will be needed based on the type of project: PS vs. CED vs. CIP

Overall Themes	Changes
Applicant Agency: Experience and Past Performance Project is evaluated in terms of its experience serving the community and its record in advancing projects funded by the City of San Diego (<i>Performance Indicators</i>)	<i>Remove considerations based on applicants' capacity (now evaluated by City Staff)</i> NEW: Performance Indicators
Project Budget & Related Considerations Project is evaluated in terms of how its budget relates to specific tasks/expenses, leveraged funds and its costs relative to its resulting benefits	<i>Edited for clarity & brevity</i> NEW: Project benefits relative to amount of funding sought
Other potential considerations •Applicant agency level of need •Novice points •Overall merits	NEW

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14



Thanks for your time!

- Questions?
- Comments?

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15
