



THE CITY OF SAN DIEGO

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

NOTES FOR MEETING

WEDNESDAY NOVEMBER 12, 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 • Dr. Maruta Gardner, Council District 2 representative • Vicki Granowitz, Council District 3 representative • Ken Malbrough, Council District 4 representative • Valerie Brown, Council District 5 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"> • Earl Wong, Council District 6 representative

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> • Sima Thakkar, HUD Program Manager • Eliana Barreiros, HUD Programs Coordinator • Michele Marano, HUD Programs Coordinator • Shirley Reid, HUD Fiscal Manager • Krissy Toft-Maier, HUD Programs Coordinator • Leo Alarcon, HUD Project Manager • Daichi Pantaleon, HUD Assistant Project Manager • Joe Whitaker, HUD Compliance Analyst 	<p>22 people signed the attendance sheet</p>

Call to Order

Ms. Granowitz called the meeting to order at 9:01 a.m. with eight Board members present. Quorum was achieved at the same time.

Approval of Minutes

Ms. Granowitz called for a motion to approve the minutes from the October 2014 meeting. Ms. Gardner motioned to approve the minutes –the motion was seconded by Mr. Malbrough. Minutes were then approved, 7-0-1 (abstain).

Staff Announcements

Mr. Leo Alarcon provided the following staff announcements:

- The CDBG Fiscal Year 2016 Request for Qualifications (RFQ) was released on October 27th.

- The upcoming CDBG Request for Proposals (RFP) is expected to be released in sometime in January.
- The CDBG FY 2016 Applications Review and Scoring Criteria were presented to the Public Safety & Livable Neighborhoods (PS&LN) City Council Committee on Oct. 29th and the staff report was accepted unanimously by the Committee.
 - *NOTE: The Criteria can be accessed online. See attachments 2 and 3 of the [staff report](#) presented to PS&LN.*
- The Geographic Targeting working group had selected the methodology and data to be used as part of their work and staff had begun processing data. The working group had held two meetings and it is their intent to have one final meeting in December.

Board Announcements

- N/A

Non-Agenda and Agenda Public Comment

- Ms. Catherine Rhodes spoke about the [CDBG OIG](#) audit and the use of CDBG funds.
- Mr. Philip Stutzman, of the Angel's Depot, noted he appreciated the breakdown of the performance indicators as identified in the CDBG FY 2016 Applications Review and Scoring Criteria (see Item 6.b below).

Agenda Item(s)

Item 6.a.: Discussion Item

City of San Diego Capital Improvement Projects (CIP) review

Mark Nassar, Deputy Director of the Public Works Dept., provided an overview of the City of San Diego's Capital Improvements Program and the role of Capital Improvements Program Review and Advisory Committee (CIPRAC). He provided information regarding the criteria and the process used to select and prioritize said projects for funding. *Please see attached presentation for more information.*

- Ms. Thakkar discussed the role of staff in determining the eligibility of CIP projects in relation to the applicable CDBG regulatory requirements.

Item 6.b.: Discussion Item

Update on Development of Performance Indicators

- Ms. Daichi Pantaleon, HUD Assistant Project Manager, gave a presentation regarding the Performance Indicators for CDBG sub-recipients in relation to the FY 2016 CDBG application process and review criteria. *Please see attached presentation for more information.*

- Ms. Pantaleon noted that while the Performance Indicators will not be considered as part of the FY 2016 CDBG applications’ review process, staff will be collecting the pertinent data and applying the methodology as a pilot test.
- Ms. Thakkar noted that information about staff findings/concerns regarding previously funded applicants will be made available to assist CPAB in the review process.

Item 6.c.: Discussion Item

Request for Qualifications (RFQ) financial management overview

Ms. Shirley Reid, HUD Fiscal Manager, lead a presentation regarding the key fiscal/financial requirements considered as part of the staff review of the 2016 CDBG RFQ respondents. *Please see attached presentation for more information.*

Item 7.a.: CPAB Action Item:

Ms. Krissy Toft-Maier, HUD Programs Coordinator, and Mr. Gary Chui, Senior Traffic Engineer from the City of San Diego’s Transportation & Storm Water Department, gave a presentation on the proposed use of CDBG funds for sidewalk and traffic calming street improvements.

The Board was asked to take an action in order to make a recommendation on the proposed projects to the City Council. *Please see the table below and attached presentation for more information.*

- Mr. Malbrough inquired why some of the projects didn’t show up in the City’s Project Tracking System (PTS). Mr. Chui said they tend to be in early design stages but that he would make them available.
- Ms. Granowitz inquired as to whether any studies exist on the effectiveness of V-Calm traffic-calming signs. Mr. Chui responded that the division is preparing a before/after study.
- Mr. Friberg and Ms. Patel inquired where the projects were located in relation to Council Districts’ boundaries. Please see below:

WBS Number	Project Title	Improvement Type	City Council District	Estimated Construction Cost
				\$1,144,000
B12080	Orange Ave between 49 & Winona Xwlk/Chkrs	Sidewalk	9	\$200,000
B13072	Orange & Altadena CR Obstruction DS	Sidewalk	9	\$200,000
TOTAL (A-BE.00001 Americans with Disabilities Improvement)				\$400,000

CONSOLIDATED PLAN ADVISORY BOARD
 NOVEMBER 12, 2014 MEETING NOTES

WBS Number	Project Title	Improvement Type	City Council District	Estimated Construction Cost
B14158	Castana St-Groveland to Euclid Sidewalk	Sidewalk	4	\$120,000
B14159	Federal Bl-47th to 48th Sidewalk	Sidewalk	4	\$30,000
B14160	San Jacinto Dr-Groveland Dr to Imperial	Sidewalk	4	\$120,000
B14162	18th-Donax to Palm Sidewalk	Sidewalk	8	\$280,000
B14163	Fairmount Av-Thorn to Myrtle Sidewalk	Sidewalk	9	\$30,000
B14165	Shiloh Rd-Ogden to University Sidewalk	Sidewalk	9	\$100,000
TOTAL (A-IK.00001 New Walkways)				\$680,000
New	Alaquinas Dr (Ave De La Madrid - Beyer Blvd)- V Calm Sign	V-Calm Sign	8	\$16,000
New	Howard Avenue (Iris Avenue- San Ysidro Blvd)- V Calm Sign	V-Calm Sign	8	\$16,000
New	Oro Vista Rd (Grove Av - Iris Av)-V Calm Sign	V-Calm Sign	8	\$16,000
New	Home Avenue (Fairmount - Euclid) Westbound Only-V Calm Sign	V-Calm Sign	9	\$16,000
TOTAL (A-IL.00001 Traffic Calming)				\$64,000

Mr. Thesing motioned to recommend approval of the projects as presented. Mr. Malbrough seconded the motion. Motion passed unanimously 8-0.

Adjournment

- Meeting adjourned at 10:25 a.m.

CIP Implementation Overview

**Consolidated Plan Advisory Board (CPAB)
November 12, 2014**



What is the Capital Improvement Program

◎ **The CIP is the City's long-range plan of capital needs, and includes CIP (construction) Projects that result in:**

- Rehabilitation
- Replacement
- Expansion
- New Facilities



CIP Project Types

- Storm water and water quality
- Transportation
- Water
- Wastewater
- Park & Recreation
- Buildings and Structures
 - Libraries
 - Fire Stations
 - Lifeguard Stations
- Airports
- Landfills



Funding the City's CIP

- Wide variety of funding sources
 - Each have a unique purpose
 - Some have restrictions, such as
 - Types of projects
 - Geographic locations
 - Project phase
- Limited amount of funding available
 - Evaluate project needs & priorities (CP 800-14) against available, eligible funding sources.





Prioritizing CIP's Council Policy 800-14

- Provides guidelines for the comprehensive evaluation of all asset types
- Establishes weighted factors for the objective scoring & ranking of all CIP's
- Allows decision-makers to have a basis for choosing the most compelling projects
- Provides a citywide perspective on exploring various financing options



CP 800-14 Prioritization Factors

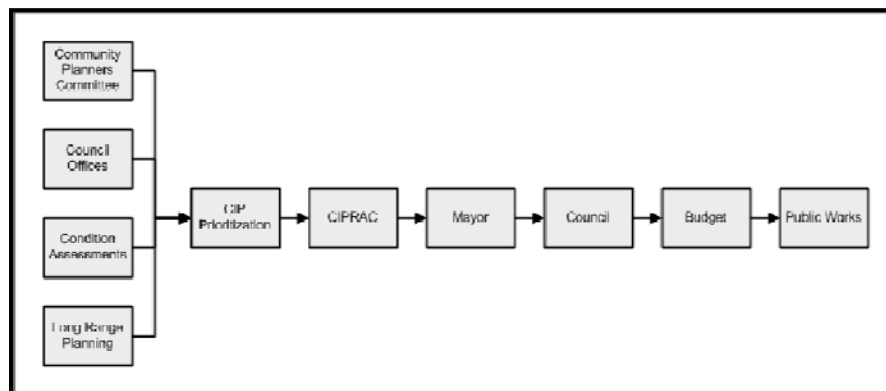
1. Risk to Health, Safety & Environment and Regulatory or Mandated Requirements
2. Asset Condition, Annual Recurring Costs and Asset Longevity
3. Community Investment & Economic Prosperity
4. Level and Quality of Service
5. Sustainability and Conservation
6. Funding Availability
7. Project Readiness
8. Multiple Category Benefit & Bundling Opportunities

CP 800-14 4 Asset Categories

1. Enterprise-Funded Assets & Mandated Programs
2. Mobility Assets
3. Public Safety Assets
4. Neighborhood Assets



Inclusion of CIP's into the Budget



CIPRAC

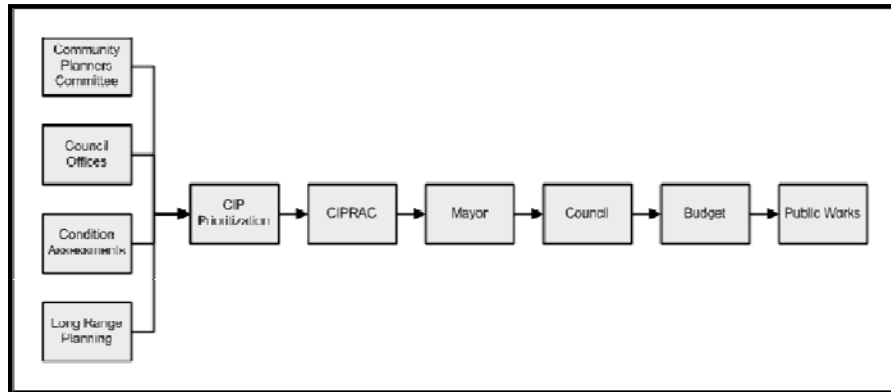
CIP Review & Advisory Committee

- Reviews proposed CIP projects from a Citywide perspective and forwards proposed budget recommendations for the Mayor's and, during the annual budget process, City's Council's approval.
- Makes recommendations on operations, maintenance & CIP investment strategies for effectively & sustainably managing assets at a desired level of service for the lowest life cycle cost.

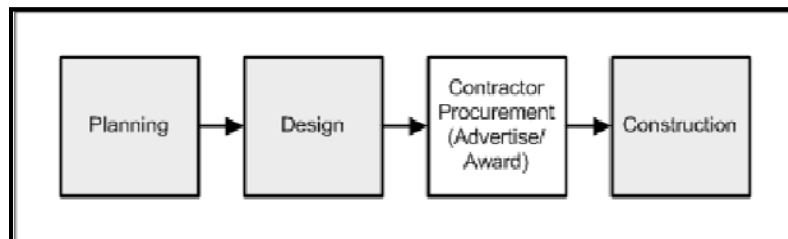
Who is the CIPRAC

- Senior level officials from City departments that are involved with the CIP:
 - Assistant COO (Chair)
 - Disability Services
 - Financial Management
 - Public Works
 - Planning Department
 - Development Services
 - Comptroller's Office
 - Equal Opportunity Contracting
- Asset Owning Dept.s:
 - Environmental Services
 - Fire & Rescue
 - Library
 - Park & Recreation
 - Police
 - Real Estate Assets
 - Transportation & Storm
 - Public Utilities

Inclusion of CIP's into the Budget



CIP Implementation Phases




Information Access

- CIP Web Site
- CIPRAC Web Site
- Annual Fiscal Budget



Q&A






**Community Development Block Grant
(CDBG)**

Update: Performance Indicators

Economic Development Department

11/12/2014 — CPAB HUD Programs Administration Office 1



Background

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graph TD; A[Consolidated Plan FY2015-2019: Strategic Actions] --> B[Program Development, Directing Investment & Influencing Outcomes]; A --> C[Leveraging & Geographic Targeting]; A --> D[Increasing Administrative Efficiencies]; D --> E[Year 1 Recommendation: Evaluate Performance and Enhance Monitoring and Compliance of all entitlement programs];
```

Consolidated Plan FY2015-2019: Strategic Actions


Program Development, Directing Investment & Influencing Outcomes

Leveraging & Geographic Targeting

Increasing Administrative Efficiencies

Year 1 Recommendation: Evaluate Performance and Enhance Monitoring and Compliance of all entitlement programs

11/12/2014 — CPAB HUD Programs Administration Office 2




Recommended Criteria

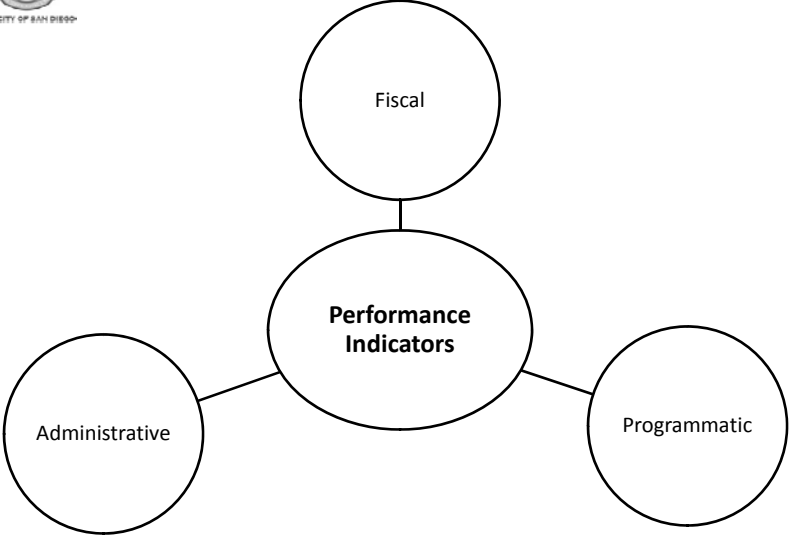
Overall Themes	Points
Project Characteristics	40
Organizational Capacity	10
Budget	18
Geographic Targeting	10
Project Specifics (CIP vs. CED and PS)	22
TOTAL	100

**Recommended criteria includes subtractive points (up to -3) based on past performance for projects funded by the City of San Diego (FY 2015 forward)*

11/12/2014 — CPAB
HUD Programs Administration Office
3



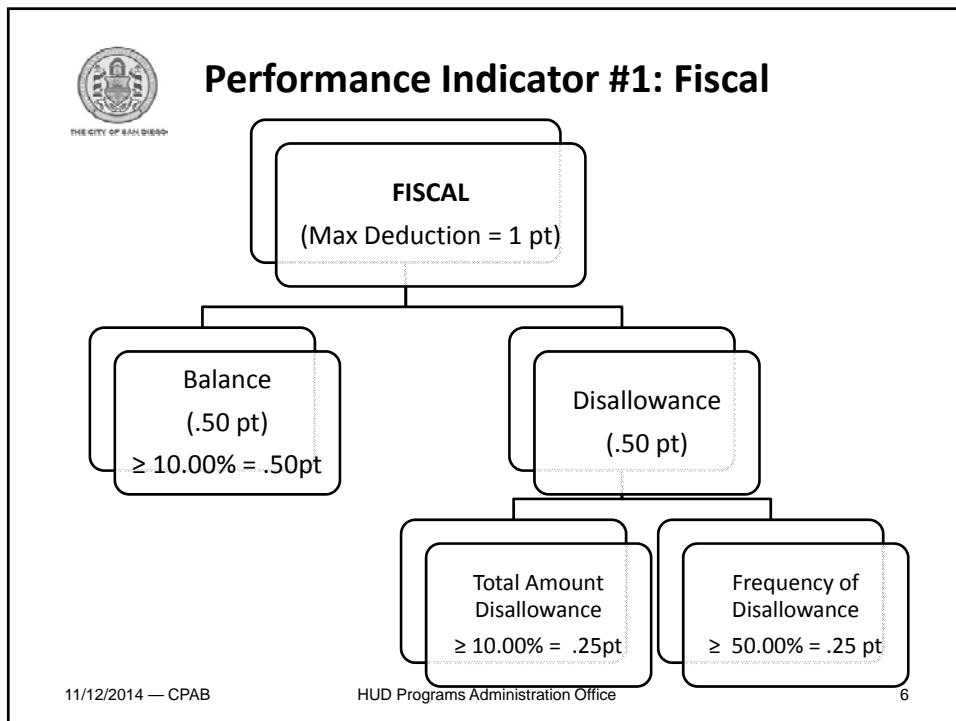
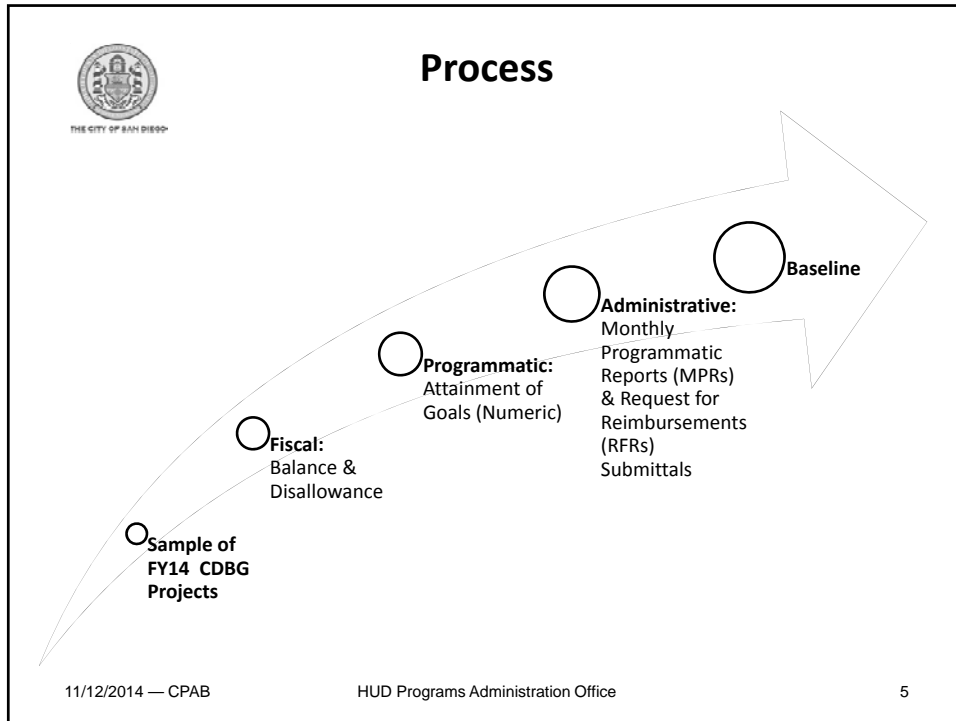
Scorecard



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graph TD
    PI((Performance Indicators)) --- F((Fiscal))
    PI --- A((Administrative))
    PI --- P((Programmatic))
    
```

11/12/2014 — CPAB
HUD Programs Administration Office
4





Fiscal: Balance Example

Balance:

≥ 10.00% = .50pt deduction

Total Award: \$105,000

Total Expenditures: \$74,441.15

Total Balance: \$30,558.85

Calculation: $\$30,558.85 / \$105,000 = 29.10\%$

Recommendation: .50 pt deduction



Fiscal: Disallowance Example

Disallowance:

Total Amount Disallowance

≥ 10.00% = .25pt deduction

Total Claimed: \$84,367.56

Total Disallowance: \$9,926.41

Calculation: $\$9,926.41 / \$84,367.56 = 11.77\%$

Recommendation: .25 pt deduction



Fiscal: Disallowance Example Continued

Disallowance:

**Total Frequency of Disallowance
≥ 50.00% = .25pt deduction**

Total RFR Submitted: 12
Total RFR w/ Disallowance: 6
Calculation: $6/12 = 50.00\%$

Recommendation: .25 pt deduction

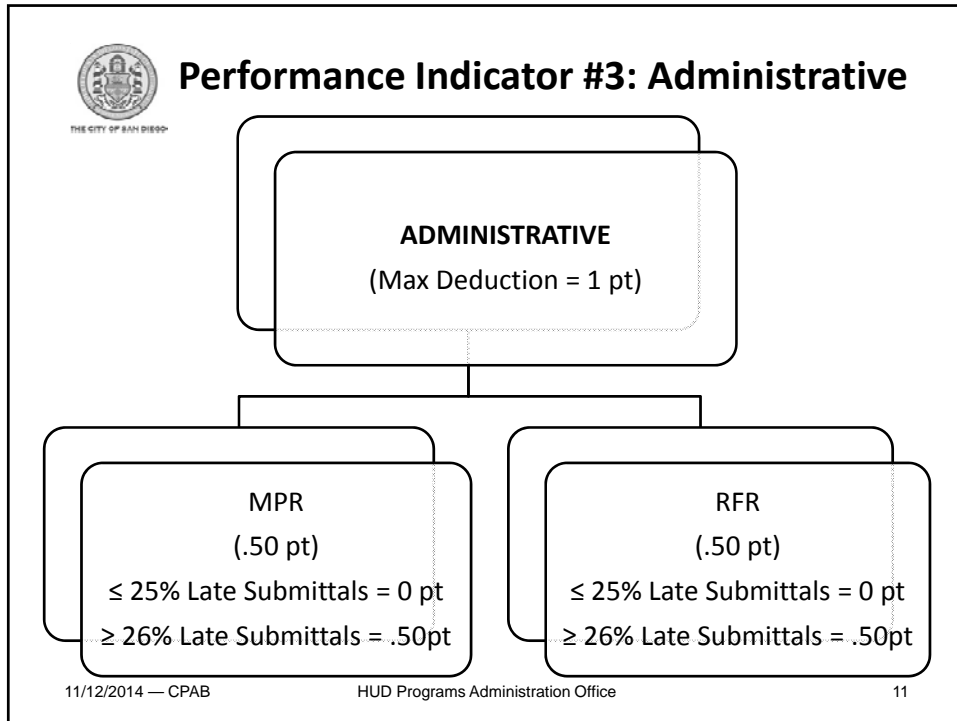


Performance Indicator #2: Programmatic

PROGRAMMATIC
(Max Deduction = 1 pt)

Attainment of Numeric Goal
(1 pt)

Agency Met ≥ 80.00% of Goal = 0 pt
Agency Met 51% - 79% of Goal = .50 pt
Agency Met ≤ 50.00% of Goal = 1 pt



Thank you for your time!

Questions?

11/12/2014 — CPAB HUD Programs Administration Office 12

The slide features the City of San Diego logo in the top left corner. The main text is centered and reads "Thank you for your time!" followed by "Questions?". At the bottom, there is a footer with "11/12/2014 — CPAB", "HUD Programs Administration Office", and the number "12".



THE CITY OF SAN DIEGO

*Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department*

**FY 2016
REQUEST FOR
QUALIFICATIONS
(RFQ)**

**FISCAL
REQUIREMENTS**



THE CITY OF SAN DIEGO

*Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department*

AGENDA

A.REQUIREMENTS

**B.FINANCIAL
MANAGEMENT**

C.FY16 CHANGES



Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

A. REQUIREMENTS

Submittals

- Assurance of Audit Requirement Form.
- If applicable, Single Audit.
- Audited Financial Statements.
- Active SAM.gov registration.
- Valid DUNS number.
- Must not have any type of suspended status with the State of CA.

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Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

A. REQUIREMENTS

Assurance of Audit

Requirements/Single Audit

- If expended \$500,000 or more of federal funds, Single Audit report must be submitted to FAC website.
- HPA staff will review the FAC report to verify requirements are met.

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THE CITY OF SAN DIEGO

Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

A. REQUIREMENTS

FAC Report

Fiscal year end date must be
06/30/13 or later.

1. Fiscal Period End Date	2. Type of Circular A-133 Audit
6/30/2013	Single Audit
3. Audit Period Covered	If Audit Period Other, Number of months
Annual	

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THE CITY OF SAN DIEGO

Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department


A. REQUIREMENTS

FAC Report

If applicant received CDBG
funding, it should be listed in the
listing of federal award.

Federal Agency Prefix ¹	Extension ²	Federal Program Name	Amount Expended
(a)	(b)	(c)	(d)
21	020	COMMUNITY DEVELOPMENT FINANCIAL INSTITU	\$547,800
14	218	COMMUNITY DEVELOPMENT BLOCK GRANTS/EN	\$213,239

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THE CITY OF SAN DIEGO
Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

A. REQUIREMENTS


FAC Report

Report must have no findings & an unqualified/unmodified opinion.

Current Year Direct Findings	No
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Type of Audit Report on Major Program (MP) Compliance (All MP compliance opinions combined)	Unmodified
--	------------

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THE CITY OF SAN DIEGO
Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

A. REQUIREMENTS

Audited Financial Statements

Required of all non-governmental applicants.

- Fiscal year end date of 06/30/13 or later.
- Unmodified/Unqualified Opinion.
- Cash balance from Balance Sheet will be used to calculate maximum funding request threshold.

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Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

A. REQUIREMENTS

3 Month Cash Rule

3 months of cash reserve is required based on the following reimbursement schedule below:

- 1st month to spend funds.
- 2nd month to prepare reports to submit for reimbursement with supporting documentation.
- 3rd month to complete review and processing of reimbursement.



Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

A. REQUIREMENTS

Maximum Funding Request

Threshold Calculation

Audited Financial Statement

Cash Balance
100,000.00

Multiply Cash Balance by 4

400,000.00

The Maximum Funding Request Threshold Amount will be provided in the Notification of Results Letter.



Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

A. REQUIREMENTS

Project Request Minimums

Per Council Policy 700-02:

- Public Service & Community and Economic Development is \$50,000.
- Capital Improvement Projects-Public Facilities/Infrastructure & Capital Improvement Projects- Housing Rehabilitation is \$100,000.

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Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

A. REQUIREMENTS

Status

- Must have an active SAM.gov registration & valid DUNS #.

https://www.sam.gov/sam/SAMGuide/SAM_User_Guide.htm

SAN DIEGO, CITY OF
DUNS: 138735407 CAGE Code: 5PZX3
Status: Active
Expiration Date: 11/04/2015
Purpose of Registration: Federal Assistance Awards Only

- Must not be debarred/suspended with the State of CA.

<http://kepler.sos.ca.gov/>

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Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

A. REQUIREMENTS

Disqualification Criteria

- Incomplete Assurance of Audit Form.
- If applicable, the Single Audit was not submitted to the FAC website and/or doesn't meet all requirements.
- Audited financial statements not submitted with RFQ submittal and/or doesn't meet all requirements.
- Maximum Funding Request Threshold Amount doesn't meet project request minimums.
- SAM.gov registration not active/submitted.
- Valid DUNS number not assigned.
- Negative status with the State of CA.

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Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

B. FINANCIAL MGMT

Internal Control Weaknesses

- Roles and responsibilities are not clearly outlined through organizational charts, position descriptions and detailed written procedures.
- Smaller agencies may have difficulty with compliance due to low staffing. This is when Board members should be incorporated in the financial review process to ensure against fraud.

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Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

B. FINANCIAL MGMT

Procurement Weaknesses

- Applicants with no federal award experience may not have procurement methods in place.
- Procurement methods are not the same as purchasing procedures.
- All federal award purchases must be made with 1 of the 5 procurement methods outlined by HUD regulations.

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Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

B. FINANCIAL MGMT

Training

- TA will be provided to agencies that have what is considered weak internal controls and/or no experience with procurement methods.
- HUD has created a financial management training program that can be accessed at the link below:
<https://www.hudexchange.info/training-events/financial-management-curriculum/>

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Community Development Block Grant Program (CDBG) – HUD Programs Administration
Economic Development Department

C. FY16 Changes

- Single audit threshold increasing from \$500,000 to \$750,000.
 - Applies to fiscal years beginning on or after 12/26/14.
 - Agencies must submit completed Single Audit to FAC website within 30 calendar days after receipt from auditor or 9 months after the end of the audit period.
- Small purchase threshold increasing from \$100,000 to \$150,000.
- Agencies applying for or receiving federal funds must have an active SAM.gov registration.

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Consolidated Plan Advisory Board

**CDBG Funds for Street Improvements
November 12th, 2014**



City of San Diego HUD Programs

- Fiscal Year 2015-2019 Consolidated Plan
- City Capital Improvement Projects (CIPs)

Project Selection

- CDBG Eligible Areas
- High pedestrian activities areas (Locations close to school, library, recreation center, transit stations...etc)
- Locations with speeding issues and high traffic volume
- Easy to design and construct with minimal environmental issues

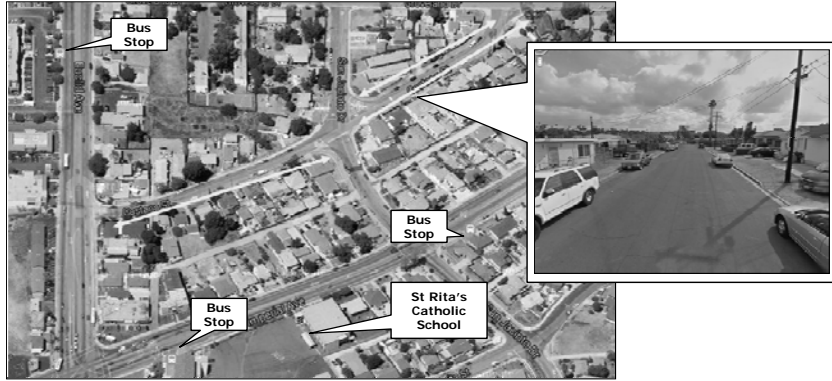
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CDBG Funds for Street Improvements

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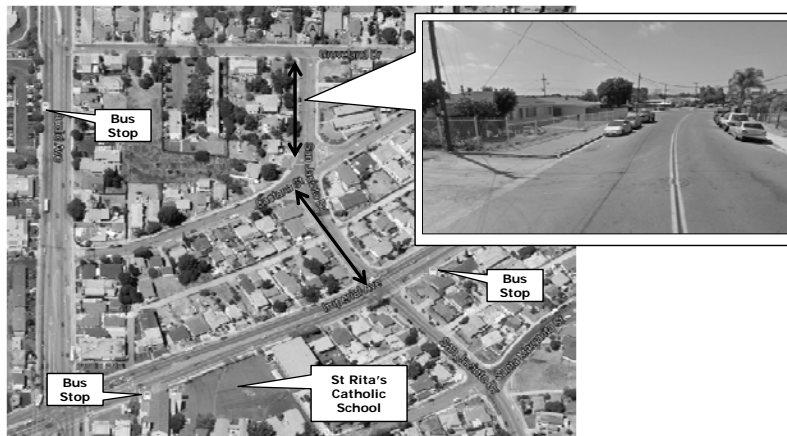
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Castana St-Groveland to Euclid Sidwk



5

San Jacinto Dr-Groveland Dr to Imperial



6

18th-Donax to Palm Sidewalk



7

City Sidewalk Project



Before



After

8

City Sidewalk Project



Before



After

9

City Sidewalk Project



Before



After

10

V Calm Sign



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Questions?

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