



THE CITY OF SAN DIEGO

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

NOTES FOR MEETING

WEDNESDAY NOVEMBER 04, 2015

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 	<ul style="list-style-type: none"> • Earl Wong, Council District 6 representative • Aaron Friberg, Council District 8 representative

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> • Sima Thakkar, HUD Programs Manager • Shirley Reid, Fiscal Manager • Leo Alarcon, HUD Project Manager 	17 people signed the attendance sheet

Call to Order

Ms. Vicki Granowitz called the meeting to order at 9:05 a.m. with six 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 2015 meeting. Dr. Maruta Gardner motioned to approve the minutes - the motion was seconded by Ms. Joyce Abrams. Minutes were then approved, 6-0.

Staff Announcements

N/A

Board Announcements

- Staff was notified that Mr. Earl Wong has resigned from CPAB.
- Ms. Granowitz announced that Dr. Maruta Gardner was honored by City Council by proclaiming November 3, 2015 Maruta Gardner Day for her hard work and dedication to the community.

Non-Agenda and Agenda Public Comment

N/A

Agenda Item(s)

Item 6.a.: Action Item:

Proposed City CDBG Funded Capital Improvement Project (City CDBG CIP)

Ms. Sima Thakkar discussed the immediate improvements needed at Neil Good Day Center. Ms. Thakkar stated that the issue is tentatively docketed for the November 16 City Council meeting for approval of funding. Improvements would include: removal of significant mold in shower area, HVAC and roof repairs. Ms. Thakkar stated that this type of project is usually in context of other City CIPs but the project had to be expedited for immediate repairs. *Please see attached presentation for more information.*

- Ms. Granowitz reiterated the importance of the project and the significant and immediate improvements needed for the facility to function properly. Ms. Granowitz provided a brief background of the facility and that the services would be moving to new location within Father Joe's service locations. Ms. Thakkar mentioned that the facility would be used in the future for some type of homeless services.
- Mr. Malbrough asked if these funds were new or from the existing amount of reprogrammed funds. Ms. Thakkar stated that these were new reprogrammed funds.
- Ms. Valerie Brown asked why this particular facility received priority over other community centers with similar needs. Ms. Thakkar stated that the facility had to be shut down because of the conditions in the shower area. Ms. Brown asked if there was a guarantee the funds would be used after July 1. Ms. Thakkar stated that because of CDBG eligibility requirements, funds must be used in a similar capacity for 5 years after a building is sold and the timeline for expending funds would be the same for this project.

Ms. Granowitz asked for a motion to approve the reprogrammed funding for City CIP-Neil Good Day Center. Ms. Abrams motioned to approve the item. Motion was seconded by Dr. Gardner. Motion passes unanimously, 6-0.

Item 7.a.: Discussion Item:

City of San Diego Permitting Process

Mr. Chris Larson, from the City's Development Services Department (DSD), gave a brief presentation regarding the permitting process with the City. *Please see attached presentation for more information.*

- Mr. Malbrough asked if DSD can present to other community groups throughout the City. Mr. Larson said that DSD sends out representatives regularly throughout the community. Mr. Malbrough also asked about giving estimated timelines. Mr. Larson said it is difficult to estimate what timelines outside entities (non-profits, architects, etc.) are

working with. Mr. Larson stated that projects can be completed in 18 months, but it is up to the non-profits to complete their due diligence to ensure projects are ready to start July 1.

Item 7.b.: Discussion Item:

Request for Qualifications: Financial Management Overview

Ms. Shirley Reid gave a Financial Management Overview for the Fiscal Year (FY) 2017 Request for Qualifications (RFQ). *Please see attached presentation for more information.*

- Ms. Brown asked if non-profits are determined to have a negative status with the State of California, what would the agencies have to prove to show a positive standing since the Attorney General currently has a backlog of 6 months. Ms. Thakkar stated that agencies will have a week to resubmit documents if they are deemed ineligible and can submit documentation that they have re-filled with the state.

Item 7.c.: Discussion Item:

Substantial Amendment to Fiscal Year 2015-2019 Consolidated Plan (Con Plan)

Ms. Thakkar gave an update on the process of adding a Substantial Amendment to the FY 2015-2019 Con Plan. *Please see attached presentation for more information.*

Adjournment

- Meeting adjourned at 10:24 a.m.



The City of
San Diego
America's Finest City

City CDBG CIP

Consolidated Plan Advisory Board
November 04, 2015

Economic Development Department

11/04/2015 1

Proposed Project Details

- Real Estate Assets and Economic Development
- Neil Good Day Center Immediate Improvements - interior and exterior improvements including roof replacement, HVAC and ventilation upgrades, public health and safety improvements to existing shower area and conversion of space to client intake areas
- Estimated Project Costs: \$500,000 Reprogrammed Funds
- Council District 3
- Low and Moderate Income Area: 76%
- Direct Docket Request: November 16 or 17

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Community Development Block Grant Program (CDBG) – Community Development
Economic Development Department

FY 2017
REQUEST FOR
QUALIFICATIONS (RFQ)
FISCAL REQUIREMENTS



Community Development Block Grant Program (CDBG) – Community Development
Economic Development Department

RFQ Submittal Requirements

- Assurance of Audit Requirement Form.
 - OMB Circular A-133 **OR**
 - 2 CFR Part 200 Subpart F
- If applicable, Single Audit.
- Audited Financial Statements.
- Active DUNS number.
- Must not have any type of suspended status with the State of California.

CPAB 11/04/2015



Assurance of Audit Requirements

- OMB Circular A-133:
 - Most recently completed fiscal year start date **BEFORE** Dec. 26, 2014.
 - Expended \$500,000 or more.
- 2 CFR Part 200 Subpart F:
 - Most Recently completed fiscal year start date **ON OR AFTER** Dec. 26, 2014.
 - Expended \$750,000 or more.



Audited Financial Statements

- If Single Audit required, submit with Audited Financial Statements.
- Required of all non-governmental applicants.
 - Fiscal year end date of 06/30/14 or later.
 - Unmodified/Unqualified Opinion.
 - Cash balance from Balance Sheet will be used to calculate maximum funding request threshold.



Three (3) Month Cash Rule

Three (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.



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) – Community Development
Economic Development Department

Project Request Minimums

Per Council Policy 700-02:

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

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Community Development Block Grant Program (CDBG) – Community Development
Economic Development Department

Federal and State Status

- Must have an active DUNS #.

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

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

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

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Disqualification Criteria

- Incomplete or Incorrect Assurance of Audit Form.
- If applicable, the Single Audit not submitted and/or doesn't meet all requirements.
- Audited financial statements not submitted and/or doesn't meet all requirements.
- Calculated Maximum Funding Request Threshold Amount doesn't meet project request minimums.
- DUNS number not active.
- Negative status with the State of California.



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.



Procurement Method 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.



Technical Assistance

- 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:


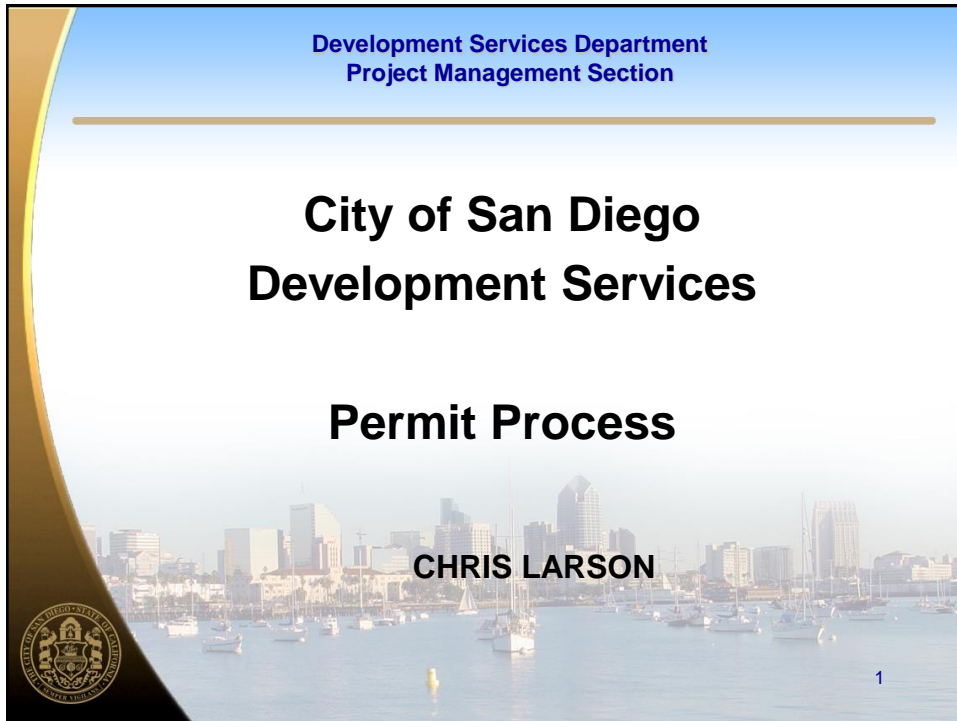
<https://www.hudexchange.info/training-events/financial-management-curriculum/>

Development Services Department
Project Management Section

**City of San Diego
Development Services**

Permit Process

CHRIS LARSON



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Development Services Department
Project Management Section

Two Types of Approvals

- **Ministerial**: Administrative decisions by staff (e.g. building permits)
- **Discretionary**: Approval or denial by a decision maker after a public notice/hearing (eg. subdivisions, conditional use permits)



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Development Services Department
Project Management Section

Ministerial Approvals

- Little or no discretion/subjective judgement
- Use of fixed standards and objective measurements
- No public notice nor appeal process
- Building, grading, electrical, plumbing permits
- “By right” permits



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Development Services Department
Project Management Section

Discretionary Approvals

- Exercise judgment/deliberation
- Decision maker uses discretion to approve or deny
- Findings must be made
- Requires public notice/hearing
- Conceptual approval



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Development Services Department
Project Management Section

Ministerial Permits

- Building Permits
- Electrical Permits
- Plumbing Permits
- Mechanical Permits

A background image showing a city skyline across a body of water with many sailboats. The sky is clear and blue.The official seal of the City of San Francisco, featuring a building and the text "OFFICE OF THE SUPERVISOR OF THE CITY OF SAN FRANCISCO".

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Development Services Department
Project Management Section

- Minimum standards necessary to safeguard life or limb, public health, property, and welfare
- Intent is to review and inspect the proposed design, construction methods, and type and quality of materials

A background image showing a city skyline across a body of water with many sailboats. The sky is clear and blue.The official seal of the City of San Francisco, featuring a building and the text "OFFICE OF THE SUPERVISOR OF THE CITY OF SAN FRANCISCO".

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**Development Services Department
Project Management Section**

Process

- Draw Plans
- Submit Plans
- Plan Review
- Corrections
- Resubmit
- Repeat – Plan Review, Corrections, Resubmit
- Issuance
- Inspections




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www.sandiego.gov/development-services/ Community Planning Resour... Development Services | City... X


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Development Services Department

SAN DIEGO STATE UNIVERSITY SEMPER VIGILANS

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2013 MS4 PERMIT STORM WATER REQUIREMENTS – APPLICABILITY GUIDELINES

New Storm Water Permit in effect December 25, 2015.

[Learn more about guidelines \(PDF\)](#) on the applicability of the 2013 MS4 Storm Water Permit

[Photo Feature Archive](#)

CONTACT INFORMATION

Development Services Department
1222 First Avenue, MS 307
San Diego, CA 92101-4107

[Business Hours](#)
[Extended Services](#)
[City Holidays](#)

Information by Phone

Appointment Scheduling
Phone: (619) 446-5300
[Limited Hours](#)

Email: dswweb@sandiego.gov

1 2 3 4 5 6

QUICK LINKS:

MOST REQUESTED LINKS

 CITY OF SAN DIEGO	<h1>Fee Schedule</h1> <h2>Construction Permits - Structures</h2> <p>CITY OF SAN DIEGO DEVELOPMENT SERVICES 1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101</p>	INFORMATION BULLETIN <h1>501</h1> JULY 2014
<p>This Information Bulletin lists the fees collected by the City of San Diego for construction permits for structures (building permits). Also listed are some, but not necessarily all, fees that may be required from agencies other than the City of San Diego.</p> <p>The tables within this bulletin are designed to assist applicants in estimating construction permit fees. For project submittal requirements, see Land Development Manual Project Submittal Requirements, Section 2.</p> <p>WHEN FEES/DEPOSITS ARE PAID</p> <p>A. FEES</p> <p>The fees associated with Building Permits may be collected during different points of the permitting process: at project submittal, during review, at permit issuance, and during inspection. There are also enhanced/optional services for which fees are collected. The following sections of this fee bulletin describe what fees are collected and when in the process they are collected. Payment may be made by cash, check, ATM card, Visa or MasterCard. Checks shall be in the exact amount, drawn on U.S. banks and payable to the "City Treasurer." Fee estimates are available for projects that are</p>		<p>Documents referenced in this Information Bulletin</p> <ul style="list-style-type: none"> • Land Development Manual, Project Submittal Requirements • Information Bulletin 101, Building Valuation Schedule • Information Bulletin 103, Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical • Information Bulletin 111, Sign Plan Check to Permit Issuance • Information Bulletin 114, How to Obtain and Permit Residential Master Plans • Information Bulletin 118, How to Process Changes to Approved Plans • Information Bulletin 119, Requirements for Recycling & Disposal of Construction and Demolition Debris • Information Bulletin 120, How to Obtain Project Inspections • Information Bulletin 532, Information Regarding Inclusionary Housing • Information Bulletin 710, Permit Instructions, Procedures for Building Demolition/Removal • Water Meter Data Card, DS-16

LAND DEVELOPMENT MANUAL


Volume I, Chapter 1

Project Submittal Requirements

Section 2

Construction Permits – Structures

(Commercial, Industrial, Multi-Family, etc)



4:17 PM
11/3/2015



Development Services Department

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BUSINESS OWNERS
HOME OWNERS
DEVELOPMENT PROCESS STEP-BY-STEP
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Development Services Home • Development Process: Step-by-Step

Development Process: Step-by-Step

- Development Process: Step-by-Step Home
- [1. Define Project](#)
- [2. Site Information](#)
- [3. Discretionary Review](#)
- [4. Plan Review](#)
- [5. Permits & Approvals](#)
- [6. Inspection](#)
- [7. Occupancy](#)
- [Floor Plans](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [More Useful Resources](#)
- [Time and Costs](#)

Development Process: Step-by-Step

Navigate the process for developing property in San Diego by clicking on the numbered boxes below.

Learn the City's requirements and procedures from concept to completion for your project. Find out the key elements involved to expedite the process, and quick access to the resources you will need along the way.

Development Process Overview

1. DEFINE PROJECT

Does your project need a permit?

2. SITE INFORMATION

Are there site constraints on your project?

3. DISCRETIONARY REVIEW

Does your project require special approvals?

4. PLAN REVIEW

Does your project comply with building and land development codes?

5. PERMITS & APPROVALS

Do you have everything you need to obtain your permits & approvals?

6. INSPECTION

Are you ready for an inspection?

7. OCCUPANCY

Is your project complete?

For other questions or concerns, see the [Frequently Asked Questions](#).