



THE CITY OF SAN DIEGO

CONSOLIDATED PLAN ADVISORY BOARD

WORKSHOP MEETING AGENDA

for

WEDNESDAY, AUGUST 14, 2013

9:00 A.M. – 10:30 A.M.

SAN DIEGO CIVIC CONCOURSE, **SILVER ROOM**

202 'C' STREET, SAN DIEGO, CA 92101

(See attached map and directions.)

1. Call to Order

2. Staff Announcements

3. Board Member Announcements

4. Non-Agenda Public Comment

Non-agenda public comment may be made on any subject pertaining to the Consolidated Plan Advisory Board. Speakers have three (3) minutes each. *Public comments pertaining to agenda items are taken during the discussion of said items.*

5. Discussion Items:

- a. Allocation of remaining CDBG funds and reprogramming as needed
- b. DRAFT Fiscal Year 2015 CDBG allocation process:
 - i. Potential RFQ/P process outline
- c. DRAFT Fiscal Year 2015 CDBG Application review and scoring criteria

6. Adjournment – 10:30 a.m.

Unfinished business shall be tabled and placed on the agenda of the following meeting.

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THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.

To request an alternative format, or to request a sign language or oral interpreter for the meeting, please contact the Meeting Coordinator in the Economic Development Division at least five (5) working days before the meeting at (619) 236-6700 to ensure availability. Assistive Listening Devices (ALDs) are available for the meeting upon request.

Tentative Future Meeting Dates/Times

Note: Subject to change. Check CDBG website for latest information, locations, and special meetings.

<http://www.sandiego.gov/cdbg/cpab/index.shtml>

- Wednesday, September 11, 2013, at 9:00 a.m.
- Wednesday, October 9, 2013, at 9:00 a.m.
- Wednesday, November 13, 2013, at 9:00 a.m.
- Wednesday, December 11, 2013, at 9:00 a.m.

SAN DIEGO CONCOURSE

202 C Street MS57C, San Diego Ca. 92101 / 619-236-7029 / 619-236-7016

South on Interstate 5

- 5 south to Front St./Civic Center off ramp
- Take left fork on off ramp to 2nd Ave.
- Turn right onto 2nd Ave.
- Travel 3 blocks to where 2nd Ave. intersects A St.
- Enter Concourse Parkade structure

North on Interstate 5

- 5 north to 6th Ave off ramp
- Turn left onto 6th Ave.
- Turn right onto Ash St.
- Turn left on 2nd Ave., travel one block to where 2nd Ave. intersects A St.
- Enter Concourse Parkade structure

Driving Directions to the San Diego Concourse



South on Interstate 15

- 15 south to 163 south
- 163 becomes 10th Ave.
- Right on B St.
- Right on 3rd Ave.
- Concourse Parkade entrance is first driveway on left.

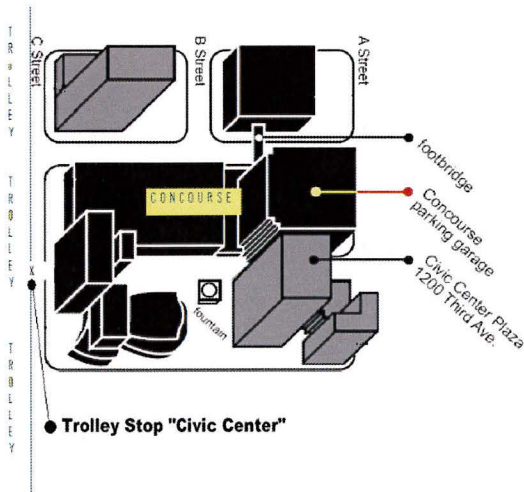
West on 94 Freeway

- 94 west into Downtown
- 94 becomes F St.
- Right on 5th Ave.
- Left on B St.
- Right on 3rd Ave.
- Concourse Parkade entrance is first driveway on left.

PARKING

*Entrances

CONCOURSE PARKADE ENTRANCES:
1st and B Street
2nd and A Street
3rd and B Street



TROLLEY LINE

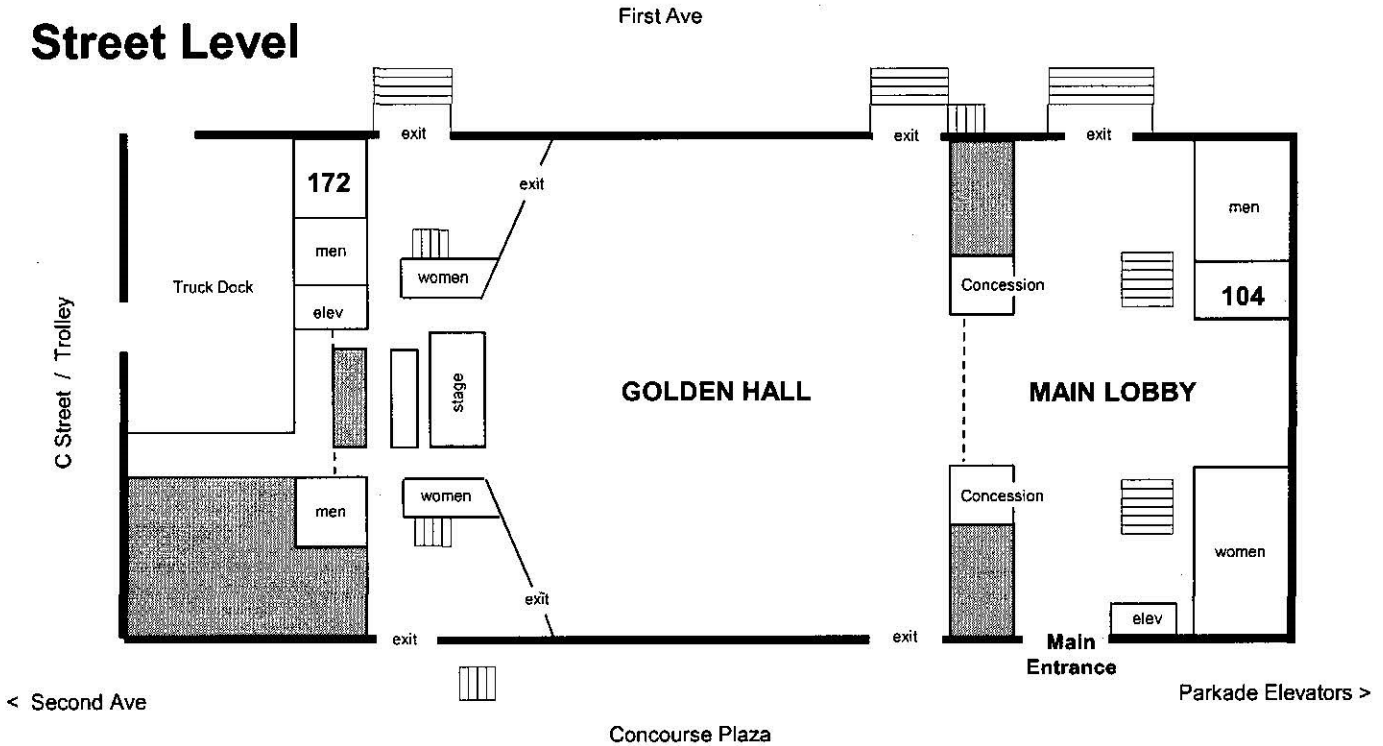
*Trolley stop is "Civic Center", location on 2nd and C Street.



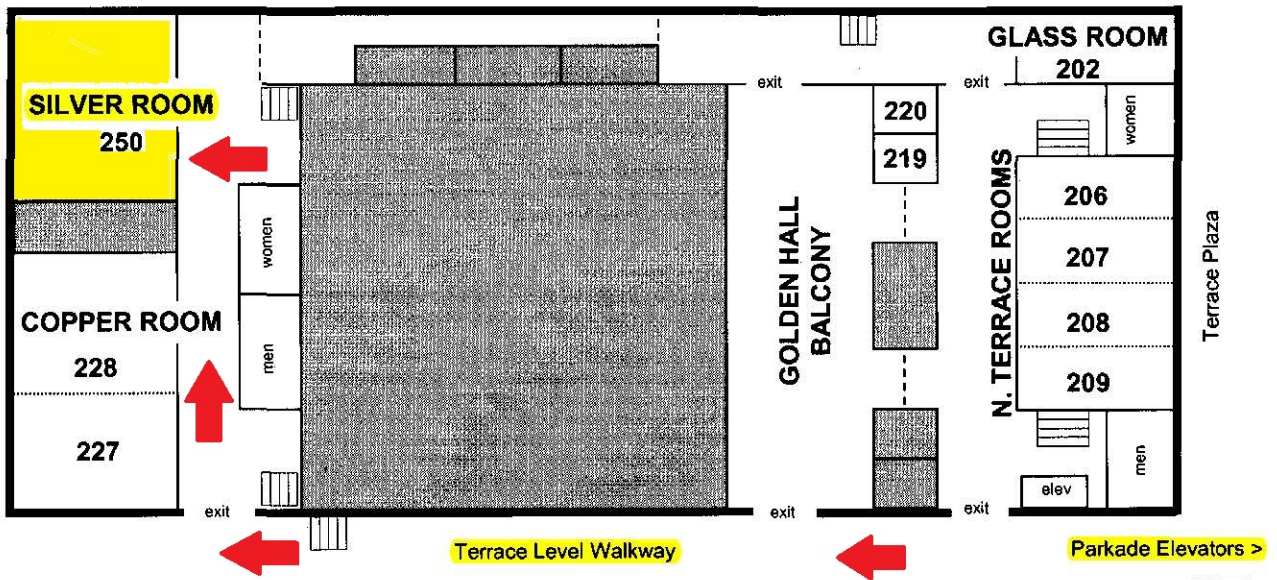
SAN DIEGO CONOURSE BROCHURE

202 C Street MS57C, San Diego Ca. 92101 / 619-615-4100 / Fax 619-236-5994

Street Level



Second Level



City of San Diego Fiscal Year 2015 CDBG Applications

- I. Two-Phase Application Process: Request for Qualifications (RFQ) and Request for Proposals (RFP)
- II. Staff Technical Review Components
- III. Criteria for Review and Scoring

I. TWO-PHASE APPLICATION PROCESS

Phase 1: Request for Qualifications (RFQ)—Applicant's Qualifications and Basic Project Information:

- Contact information
- Authorized signatures
- Applicant's status information (e.g., non-profit status verification)
- Applicant's mission statement
- Certifications (as feasible, one continuous form)
 - Lobbying
 - Debarment, suspensions, etc.
 - Drug-free workplace
 - Compliance with Civil Rights Act
 - Section 504 compliance with MBE, WBE, etc.
 - Section 3 compliance
 - Assurance of audit requirements
 - Others as needed per HUD and City standards
- Questionnaire regarding conflicts of interest and procurement policies
- Description of financial management, auditing, and procurement procedures in place
- Board composition information
- Audited financial statements
- Single audit report (only required of non-governmental agencies that have spent \$500,000 or more during previous fiscal year)
- Information regarding prior receipt of federal funds, as applicable
- Federal and state tax forms
- Acknowledgement regarding full submittal requirement
- Information regarding past/current projects funded by the City with HUD funds
- *Basic project information:*
 - *Identification of CDBG-eligible activity and project category*
 - *Identification of need proposed to be addressed*
 - *Brief project description and target clientele*
 - *Approximate funding amount sought and uses of funds envisioned*

- Identification of any leverage funds and supporting information
- Basic project readiness status facts

Phase 2: Request for Proposals (RFP)—Detailed Project Information (Unique Forms Based on Project-Type: CIP, ED, PS):

- Basic project information:
 - Target clientele
 - Place of residence of target clientele (San Diego residents proposed to be served in relation to all beneficiaries)
 - CDBG criteria and outcome information
 - Collaboration with others?
- Information regarding the need proposed to be addressed (supporting data)
- Information regarding the costs to beneficiaries, as applicable
- Information regarding how the project addresses Consolidated Plan goals
- Information regarding how target clientele will be selected
- Information regarding beneficiaries' income levels, as applicable
- Information regarding the capacity and experience of applicant agency as applicable to project
- CIP-, PS-, and ED-specific requirements and supporting documentation
- Project narrative
- Detailed schedule
- Detailed budget
- Any information/documentation requested based on completeness check of RFQ submittal
- Supporting letters and exhibits (optional)
- *Additional information as determined*

II. STAFF TECHNICAL REVIEW COMPONENTS

CDBG Office Responsibilities—Technical Review:

Note that information included in this section may be forward to the Consolidated Plan Advisory Board for its consideration.

- Past/current performance based on CDBG Office information
- Scope of project in relation to applicant's primary purview and body of work
- Location of applicant's office in relation to clientele being served and/or location of low/moderate-income Census tracts
- Conformance with City Council Policy 700-02
- Financial capacity
- Budget: Eligibility of line items

- Procedural review in relation to HUD and City standards – *considering procurement and auditing procedures*
- Basic conformance with HUD and City standards:
 - Readiness
 - Completeness of submittal
 - New/increase in services or capacity
 - CIP:
 - Site control status
 - Permitting status
 - Other funds needed
 - Maintenance plan in place
 - Others as applicable
 - PS:
 - TBD
 - ED:
 - TBD

Additional parts of submittal as determined.

III. **CRITERIA FOR REVIEW AND SCORING**

In addition to criteria approved by the Public Safety & Neighborhood Services Committee (PS&NS) for Fiscal Year 2013 (see attached), consideration may be given to the following (based on public input received to date):

- Project need and justification
- History of CDBG funding (less points if awarded in previous years)
- Leverage of resources and other funds
- Preliminary work to date in relation to same project – efforts and expenditures to date
- Costs in relation to benefit
- CIP: Facilities owned versus leased
- Minor Rehabilitation Project: Homes owned versus rented
- Targeting of resources in relation to distribution of low/moderate-income population (extremely low, very low, and moderate income)
- Uniqueness of project in relation to others submitted
- Energy element and overall sustainability of project or program proposed
- Amount of public funds to date allocated to proposed program or project
- Costs, as applicable, to beneficiaries

Criteria/scores as approved by PS&NS for Fiscal Year 2013 would generally remain except for portions that affect the eligibility of projects, which would be removed from scoring by the Consolidated Plan Advisory Board and

Working Draft

August 6, 2013

Staff Contact: Eliana Barreiros, CDBG Policy Coordinator, EBarreiros@sandiego.gov

instead be evaluated by staff on a pass/fail basis. Additional revisions may be necessary to reduce redundancies. Staff anticipates presenting any proposed changes to the existing criteria to PS&NS in September 2013.

DRAFT

**CITY OF SAN DIEGO
CDBG PROGRAM
FY 2013 CDBG APPLICATION SCORING CRITERIA**

SECONDARY REVIEW (To be completed by CDBG Program staff prior to Board Review.)	YES	NO
The application packet required a secondary review by staff. (NOTE: If a secondary review was required, the checklists and/or notes completed by CDBG Program staff are available to the Board upon request.)		

ADVISORY BOARD CONDITIONS TO SCORE APPLICATIONS (To be completed by the Advisory Board Members.)		YES	NO
1.	Activity/Project meets one of the City’s Consolidated Plan Goals		
2.	CDBG funds are an appropriate resource for the project.		
3.	For CIP Applications, demonstrates that the project complies with both of the following from Council Policy 700-02: <ul style="list-style-type: none"> • No allocation of CDBG funds will be made to a capital project of less than \$100,000, unless funding at a lesser amount is necessary to complete a project and the project will be completed within 18 months. • All CDBG funds allocated to projects shall be used within 18 months of the date of the allocation, or such funds will be subject to reprogramming by the City Council. 		
4.	For Public Service Applications, demonstrates that the project complies with both of the following: <ul style="list-style-type: none"> • Services can be implemented by July 1, 2012. • Proposed services and outcomes will be completed by June 30, 2013. 		
5.	For Community/Economic Development Applications, demonstrates that the project complies with both of the following: <ul style="list-style-type: none"> • Proposed services and outcomes will be completed within one year from scheduled start date. • Per Council Policy 700-02, all CDBG funds allocated to projects shall be used within 18 months of the date of the allocation, or such funds will be subject to reprogramming by the City Council. 		
6.	For Public Services Projects, applicant provides evidence of sustainability for future program years.		

The following table lists the maximum score an applicant can receive, along with the review criteria for each section. For these sections, we suggest a close review of your application response in regards to the review criteria below.

MAXIMUM POINTS 100	APPLICATION REVIEW CRITERIA
15	<p>1. RELATIONSHIP TO CONSOLIDATED PLAN GOALS</p> <ul style="list-style-type: none"> (a) Activity/Project meets a high level ranked priority set by City Council for FY 2013 (b) Activity/Project addresses one of the unmet Consolidated Plan goals
20	<p>2. PROJECT BENEFIT TO LOW AND MODERATE INCOME (LMI)</p> <ul style="list-style-type: none"> (a) Activity/Project and program office is located in, and provides services and is accessible to LMI City residents within an eligible CDBG census tract (b) Activity/Project and services are accessible to City residents located within the highest LMI concentration census tracts (c) A high percentage of the people served through the activity/project are low income, City of San Diego residents
20	<p>3. PROJECT OUTCOMES/EFFECTIVENESS</p> <ul style="list-style-type: none"> (a) Provides a clear description of each objective to be achieved and is consistent with the scope of the project (b) Provides a clear description of the target population for each objective (c) Provides a high benefit to the San Diego communities in relation to the amount of funds and type of service (d) Demonstrates how outcomes will impact the population and/or community affected by an unmet need (e) Demonstrates that each objective can be achieved within the FY 2013 period (f) Each objective listed is supported by clear measurement methods and appear to be achievable (g) Applicant offers a new, needed or unduplicated service; access to an existing service by new clients who did not previously have access; or, if seeking increased funding, demonstrates that the increase is justifiable for the services that will be provided to LMI City residents

<p style="text-align: center;">20</p>	<p>4. PROJECT ACTIVITIES/TIMELINESS</p> <ul style="list-style-type: none"> (a) Provides a clear description of the scope of the project and details the specific tasks/activities to be accomplished; it is a well-defined project with an achievable implementation plan (b) Project does not charge client fees or clearly provides proper justification for any client fees charged <p>For CIP Projects, the factors will consist of the following as applicable (max 20 points):</p> <ul style="list-style-type: none"> (c) Developer/construction manager to be utilized has previous development/construction experience with similar type construction activity funded with federal funds (d) Construction timeline and schedule well-documented (e) Construction is ready to start pending the selection and award of the general contractor within ninety (90) calendar days from the CDBG contract execution (f) Project scope addresses identified and documented health, safety, and/or ADA problems (g) Clearly demonstrates how the completed work will be maintained for a period of not less than five (5) years after termination of Agreement with the City <p>For Direct Services Projects, the factors will consist of the following as applicable (max 20 points):</p> <ul style="list-style-type: none"> (h) Demonstrates a clear alignment or connection between the needs identified and the intended objectives/results (i) Provides the number of unduplicated clients to receive each identified service (j) Annual cost per client is justifiable (k) Project scope addresses unmet needs and is not duplicative of other services (l) Demonstrates collaborative efforts with other service providers in the area to maximize benefit to clients served
<p style="text-align: center;">15</p>	<p>5. ORGANIZATIONAL CAPACITY/CAPABILITY/TRACK RECORD</p> <ul style="list-style-type: none"> (a) Identifies staff responsible for ensuring project oversight and evaluation, as well as what evaluation tools will be used (b) Demonstrates quality methodology and capacity to evaluate the success of the proposed project and whether each objective was accomplished (c) Demonstrates management and fiscal staff resources with skills, experience and/or appropriate credentials to administer and conduct an accountable and responsible project (d) Clearly demonstrates quality experience and accomplishments in providing services to LMI City residents and/or communities

	<ul style="list-style-type: none"> (e) Demonstrates evidence/documentation of acceptable and accountable management and financial systems that minimize any opportunity for fraud, waste or mismanagement (i.e. conflict of interest policy is enforced, the Board of Directors includes diverse community representation, well-established sound fiscal management system, ability to identify/track CDBG funds/clients assisted separately from other funding sources, etc.) (f) Provides confirmed evidence of successful past project performance or success in initiating, maintaining, and completing similar projects or projects of similar magnitude with CDBG funds and/or other funding sources; consistently met its program goals (g) Demonstrates appropriate level of licensing or site control
10	<p>6. BUDGET JUSTIFICATION & LEVERAGE OF FUNDS</p> <ul style="list-style-type: none"> (a) Provides a budget that is clearly detailed, well-defined and clearly supports the proposed scope of the project (b) The CDBG funds requested represents less than 50% of the overall project or activity costs, budget and cost estimates are well documented (c) Provides secured documented funding from other sources to implement the project on July 1, 2012