



CONSOLIDATED PLAN ADVISORY BOARD (CPAB) AGENDA

WEDNESDAY, JANUARY 11, 2017

9:00 A.M. – 10:30 A.M.

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

1. **Call to Order**
2. **Acceptance/Filing of CPAB Meeting Minutes:**
 - a. [November 9, 2016](#) (approve)
 - b. [December 14, 2016](#) (receive and file only)
3. **Staff Announcements**
4. **Board Member Announcements**
5. **Non-Agenda Public Comment**

Non-agenda public comment may be made on any subject pertaining to the CPAB. Speakers will be allotted three (3) minutes each. *Public comments pertaining to agenda items below are taken during the discussion of said items.*
6. **Action Item:**
 - a. **FY 2018 CDBG Applications: CPAB Review Process**

The CPAB will be asked to make a decision regarding the use of Ad Hoc Committees in the FY 2018 RFP Review Process. If Ad Hoc Committees are desired, the CPAB will be asked to select the Ad Hoc Committee members.
7. **Discussion Items:**
 - a. **FY 2018 Request for Qualifications (RFQ) Process Review**

Staff will provide a brief recap of the FY 2018 Request for Qualifications (RFQ) process and discuss considerations for future enhancements.

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 Department 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.

b. FY 2018 Request for Proposals (RFP) Release and Economic Development Grants Management System

Staff will provide a high-level overview of the RFP process, including an overview of the Economic Development Grants Management System that will be used to administer the RFP processes, execute contracts with CDBG funding subrecipients, monitor subrecipient performance, and generate program data and compliance reports.

8. Adjournment

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

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Tentative Future Meeting Dates/Times

Subject to change. Check CDBG website at <http://www.sandiego.gov/cdbg/cpab/index.shtml> for latest information, locations, and special meetings.

- Wednesday, February 08, 2017, at 9:00 a.m.
- Wednesday, March 08, 2017, at 9:00 a.m.
- **Tuesday, April 18, 2017, at 9:00 a.m.*****
- Wednesday, May 10, 2017, at 9:00 a.m.
- Wednesday, June 14, 2017, at 9:00 a.m.
- Wednesday, July 12, 2017, at 9:00 a.m.
- **Tuesday, August 08, 2017, at 9:00 a.m.*****
- Wednesday, September 13, 2017, at 9:00 a.m.
- Wednesday, October 11, 2017, at 9:00 a.m.
- Wednesday, November 08, 2017, at 9:00 a.m.
- Wednesday, December 13, 2017, at 9:00 a.m.

***Note Tuesday meeting days.

SAN DIEGO CONCOURSE

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

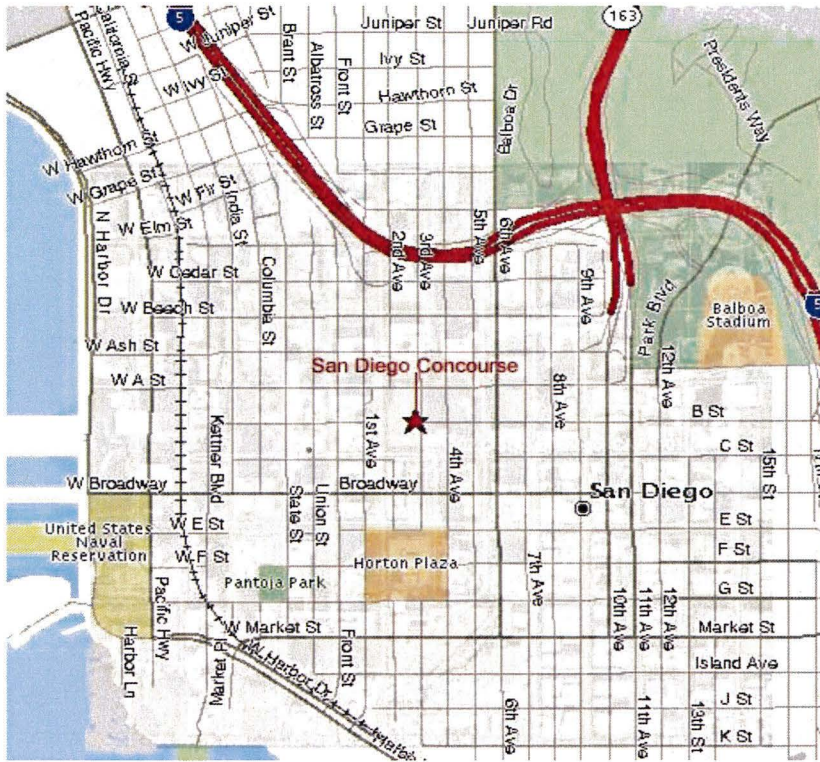
South on Interstate 5

- 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.

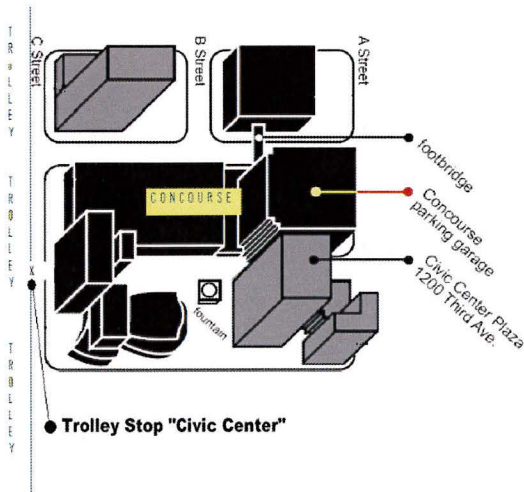
West on 94 Freeway

- 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.



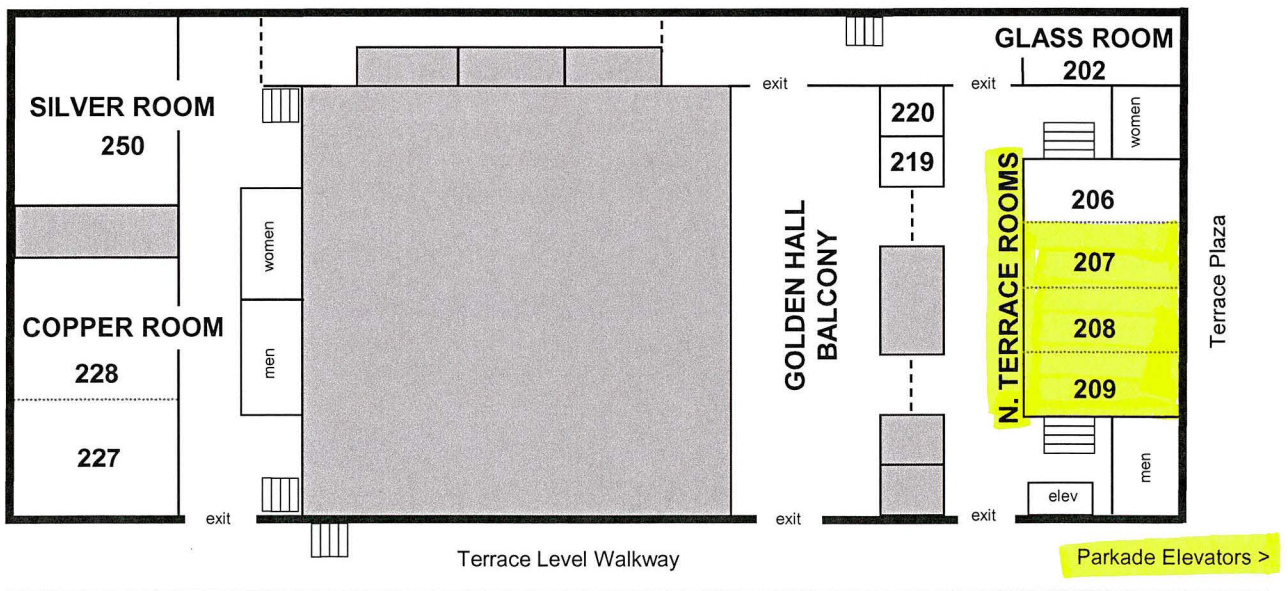
SAN DIEGO CONCONOURSE

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

Street Level



Second Level



CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

UNOFFICIAL NOTES - FOR REFERENCE ONLY

WEDNESDAY, DECEMBER 14, 2016

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"> • Joe LaCava, Council District 1 • Vicki Granowitz, Council District 3 • Ken Malbrough, Council District 4 • Richard Thesing, Council District 7 	<ul style="list-style-type: none"> • Sara Berns, Council District 2 • Gary Wong, Council District 6

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> • Stephen Maduli-Williams, Program Manager • Michele Marano, Community Development Coordinator • Ulysses Panganiban, Community Development Specialist 	<p>14 people signed the attendance sheet</p>

Call to Order

Ms. Vicki Granowitz called the meeting to order at 9:10 a.m. with four board members present. Quorum was not achieved.

Approval of Minutes

Ms. Granowitz did not call for a motion to approve the November 9, 2016 meeting minutes due to a lack of quorum.

Board Announcements

- Mr. Joe LaCava thanked staff for providing the Board with the supporting materials to the agenda discussion and action items prior to the meeting.

Staff Announcements

- Ms. Michele Marano reported that 76 organizations responded to the FY 2018 CDBG Request for Qualifications (RFQ) by the November 18, 2016 deadline, representing a 33 percent increase from the previous cycle's 57 responses. Of the 76 organizations,

40 were deemed qualified by staff on December 5, 2016. The remaining 36 organizations were given until December 13, 2016, to address the identified deficiencies in their responses. Final determinations will be issued by staff on December 16, 2016.

- Ms. Marano reported that the City Council unanimously approved the [FY 2018 Reinvestment Initiative](#) as recommended by the Board.
- Ms. Marano reported that the City Council unanimously approved the revisions to [Council Policy 700-02](#) as recommended by the Board.
- Ms. Marano shared information on [Project Homeless Connect 2017](#) to be held on January 25, 2017, and the call for volunteers to provide licensed childcare services during the event. Information can be obtained by visiting the [website](#) or calling the hotline at (619) 578-7779.
- Ms. Marano noted the CPAB meeting schedule for 2017 has been posted with the agenda. Note the meetings for April and August 2017 will be held on Tuesdays due to meeting space constraints.

Non-Agenda Public Comment

- Mr. Timothy Fraser of Family Health Centers of San Diego commented on the Clean Syringe Exchange Program and thanked the City for its support.

Agenda Item(s)

Action Item 6a:

Approval of Fiscal Year (FY) 2018 Scoring Criteria (Leveraged Funding)

Ms. Michele Marano gave a brief recap of the proposed revisions to Section 3.d (Leveraged Funding) of the FY 2018 Scoring Criteria. *Please see attached presentation for more information.*

Because there was no quorum, the Board could not take formal action on this item. There was consensus, however, to keep the existing point-allocation tiers per percentage of leveraged funds to allow one more year of data to be gathered and analyzed to inform potential revisions for the FY 2019 Request for Proposals (RFP) cycle.

Discussion Item 7a:

Promise Zone

Ms. Katherine Crow, Promise Zone Director with the Economic Development Department, gave a presentation on the new federal Promise Zone designation of an area within the City of San Diego and fielded questions on its benefits to communities and the opportunities it

facilitates for greater collaboration among community organizations, service providers, government agencies, and funding sources to address common issues within the Promise Zone. *Please see attached handout for more information.*

Discussion Item 7b:

Conflict of Interest Policies

Ms. Sharon Spivak, Deputy City Attorney with the City Attorney's Office, gave a presentation on the conflict of interest policies that Board members and staff must adhere to while fulfilling their roles in relation to CDBG funding and allocation recommendations. Ms. Spivak also highlighted points to consider to avoid both the appearance of and actual conflicts of interest. Additional information may be accessed by visiting the [California Political Fair Practices Commission](#) website.

Discussion Item 7c:

CDBG Subrecipient Performance Report Card

Mr. Ulysses Panganiban gave an overview of the performance report card and its integration into the FY 2018 CDBG proposal scoring process. *Please see attached handout for more information.*

Discussion Item 7d:

FY 2018 CDBG Request for Proposal (RFP) Timeline

Mr. Panganiban introduced the tentative timeline for the upcoming CDBG RFP process, which will be released on January 5, 2017. Proposals will be due on January 27, 2017. FAQs will be released and mandatory workshops will be held to assist applicants deemed qualified through the RFQ process. *Please see attached handout for the key dates.*

Adjournment

- Meeting adjourned at 10:40 a.m.

**CONSOLIDATED PLAN ADVISORY BOARD (CPAB)
MINUTES**

WEDNESDAY, NOVEMBER 09, 2016

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"> • Joe LaCava, Council District 1 representative • Sara Berns, Council District 2 representative • Vicki Granowitz, Council District 3 representative • Ken Malbrough, Council District 4 representative • Gary Wong, Council District 6 representative • Richard Thesing, Council District 7 representative 	N/A

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> • Stephen Maduli-Williams, Program Manager, Community Development Division • Cody Hooven, Chief Sustainability Officer, Economic Development • Michele Marano, Community Development Coordinator • Ulysses Panganiban, Community Development Specialist IV • Leo Alarcon, Community Development Project Manager 	8 people signed the attendance sheet

Call to Order

Ms. Vicki Granowitz called the meeting to order at 9:04 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 of the October 2016 meeting. Mr. Joe LaCava moved to approve the minutes; the motion was seconded by Mr. Ken Malbrough. The minutes were then approved unanimously.

Board Announcements

- Mr. LaCava reiterated the importance of providing the Board the supporting materials to the agenda discussion and action items prior to the meeting with as much time as possible to ensure the Board has ample time to review the materials.
- Ms. Granowitz stated the Mayor's Office is working on recommending new CPAB members since positions for Council Districts 3, 5, and 9 are currently vacant.

Staff Announcements

- Mr. Ulysses Panganiban reported the statistics from the pre-RFQ "Partnering with the City: Are You CDBG-Ready?" workshop held on Monday, October 17, 2016, in the City Concourse building. There were 77 attendees for the workshops, and staff was able to add 46 new email addresses to the distribution list, which is currently at over 600 emails. Of the 46 email addresses added, 25 represented new agencies that were not receiving CDBG-related notices prior to the workshop.
- Mr. Panganiban also mentioned that the Fiscal Year 2018 CDBG Request for Qualifications (RFQ) was released on Monday, October 24, and organizations have until 3:00 p.m. on Friday, November 18, 2016, to submit their RFQ responses via the SeamlessDocs website system. The first set of FAQs was released on November 2, and the second set of FAQs is scheduled to be released on November 10, 2016. Organizations were reminded to submit questions related to the RFQ by November 16. Organizations will be notified of their eligibility status ("Qualified" or "Not Qualified") by December 5.

Non-Agenda Public Comment

N/A

Agenda Item(s)

Action Item 6a:

Approval of Fiscal Year (FY) 2018 Scoring Criteria

Mr. Leo Alarcon and Ms. Michele Marano gave a brief presentation on the recommended revisions to the FY 2018 Scoring Criteria. *Please see attached presentation for more information.*

- Regarding "Leveraged Funding" in Section 3 (Budget), the Board requested additional time to evaluate the point-allocation tiers based on the percentage of leveraged funds.

- Regarding Section 4 (Geographic Targeting), the Board settled on allocating 1 point based on the location of the applicant's main office or proposed facilities/residential units to be improved and 3 points based on the delivery area of the service or improvements. Proposals impacting identified high-need areas (i.e., Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern San Diego, and City Heights) by serving clients within those areas and/or having facilities/residential units or applicant offices in those areas will be scored higher.

Public Comments Received:

- Ms. Jackie Harris, representing the San Diego Housing Commission, stated that organizations may have difficulty properly showing leveraged funding since some organizations are currently applying for other sources of funding that will not have been secured by the time they submit their CDBG Request for Proposals (RFP) responses.
- Mr. Daniel Hernandez, representing San Ysidro Health Center, stated that smaller nonprofit organizations may not have the capacity to compete under the nonprofit capital improvement project RFP category and suggested that larger nonprofits collaborate with smaller nonprofits to build up their ability to compete for those funds.

Ms. Granowitz called for a motion to approve the FY 2018 Scoring Criteria as presented by staff for Section 1, Section 2, and Section 5, and with the Board's revisions for Section 4 (Section 3 will be reconsidered by the Board at the December 2016 meeting). Mr. Thesing made the motion, which was seconded by Mr. Malbrough. Motion passed unanimously.

Discussion Item 7a:

Climate Action Plan (CAP)

Ms. Cody Hooven gave a brief presentation on the City's Climate Action Plan. *Please see attached handout for more information.*

Public Comment Received:

- Mr. Hernandez would like more information regarding how the Climate Action Plan is being implemented throughout the City and how it would affect the San Ysidro community, specifically in relation with gas emissions associated with the border crossing. Ms. Hooven responded that there are some efforts to coordinate with SANDAG and with Border management to identify how to reduce truck emissions.

Discussion Item 7b:***Training Tutorial on SeamlessDocs System for FY 2018 CDBG Request for Qualifications (RFQ)***

Ms. Rosalia Hernandez gave a brief presentation on how organizations can navigate the SeamlessDocs system to submit their RFQ responses. *Please see attached handout for more information.*

Adjournment

- Meeting adjourned at 10:33 a.m.


DRAFT

Economic Development

FY 2018 Ad Hoc Committees

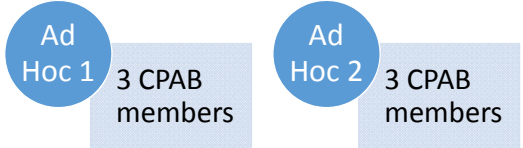
Consolidated Plan Advisory Board
January 11, 2017



 Economic Development

Ad Hoc Committees

- ❖ Ad Hoc Committees may be formed by CPAB chair, if deemed necessary
- ❖ May not consist of a majority of CPAB members
- ❖ Currently – six (6) seated CPAB members
- ❖ Staff is available for one-on-one assistance with CPAB (in lieu of staffing Ad Hoc Committees)
- ❖ Meetings would occur in February 2017



Ad Hoc 1 3 CPAB members Ad Hoc 2 3 CPAB members

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SD Economic Development

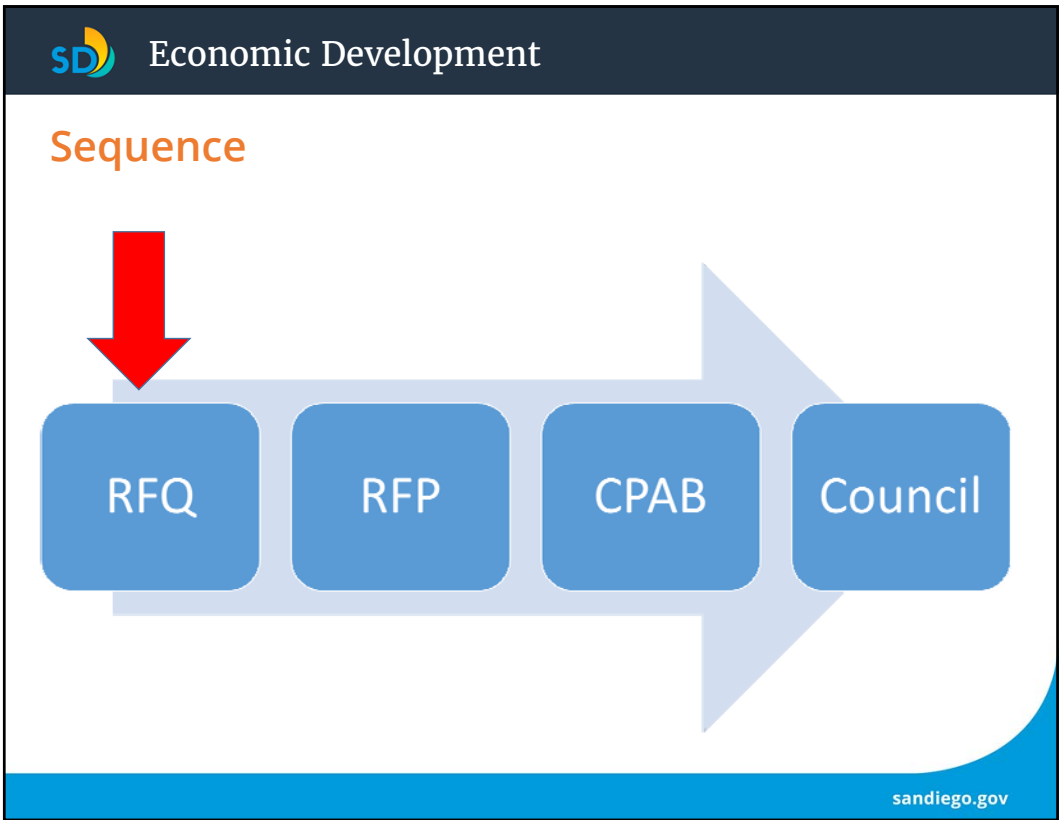
Thank you

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Economic Development

FY 2018 CDBG Request for Qualifications (RFQ) Summary

Consolidated Plan Advisory Board
January 11, 2017

SD Economic Development

RFQ Process

- RFQ Workshops**
 - Nonprofit Academy: August 9 and 10, 2016
 - *Are You CDBG-Ready?* Workshop: October 17, 2016
- RFQ Release**
 - October 24, 2016
- RFQ Submittal Deadline**
 - November 18, 2016

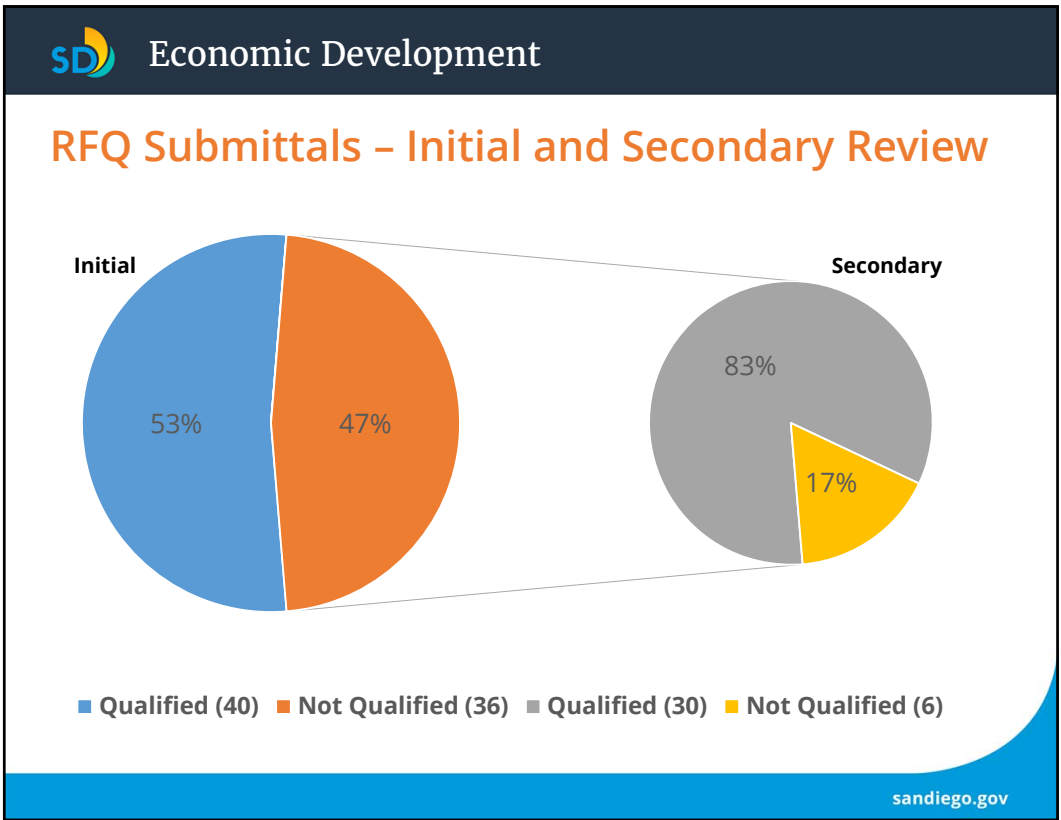
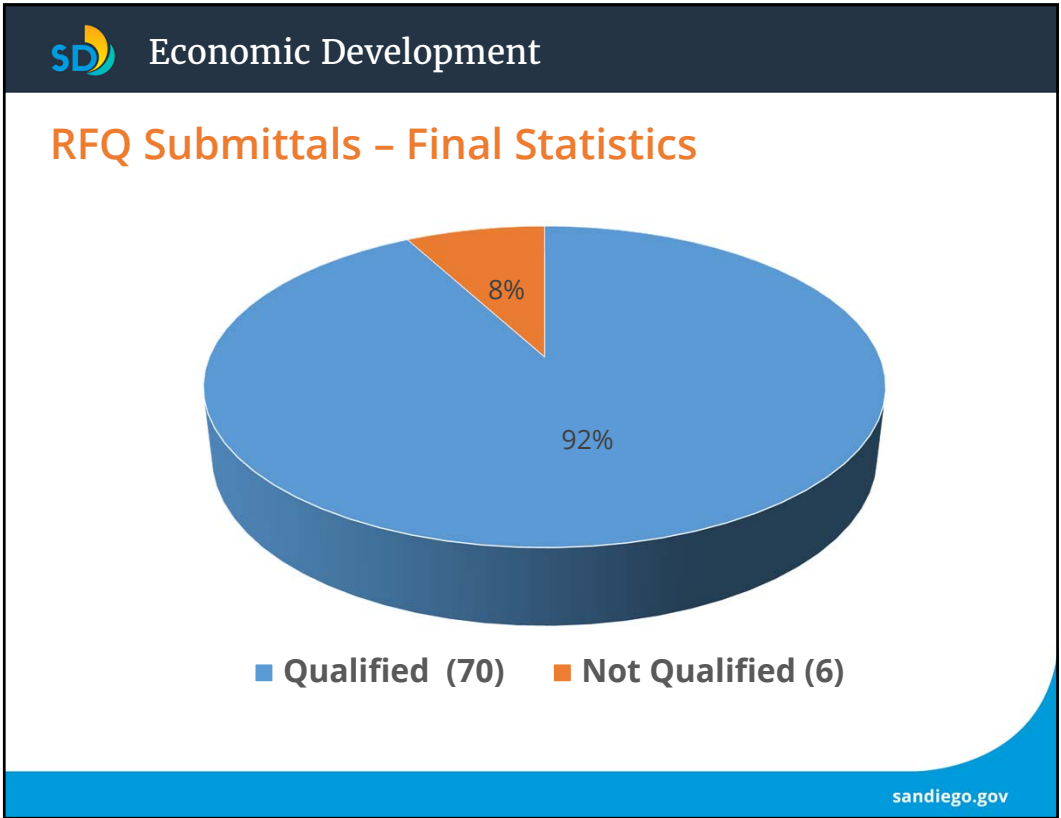
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SD Economic Development

Applicant Support

<p>Technical Assistance</p> <p>5 - half-hour (30-minute) appointments</p>	<p>Questions & Answers</p> <p>52 - questions asked and answered via CDBG@sandiego.gov</p>	<p>FAQs Published</p> <p>FAQ #1 - Nov 2 (28 questions) FAQ #2 - Nov 10 (5 questions)</p>
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Common Disqualifiers

- DUNS number not registered, inactive, or expired
- No audited financial statement
- No Single Audit, when required
- Missing letters of determination re: tax exempt status

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Feedback / Future Enhancements

- Timeline considerations
- Length of time to respond
- Additional pre-application workshops
- General requirements: financial statements, etc.
- Other feedback

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SD Economic Development

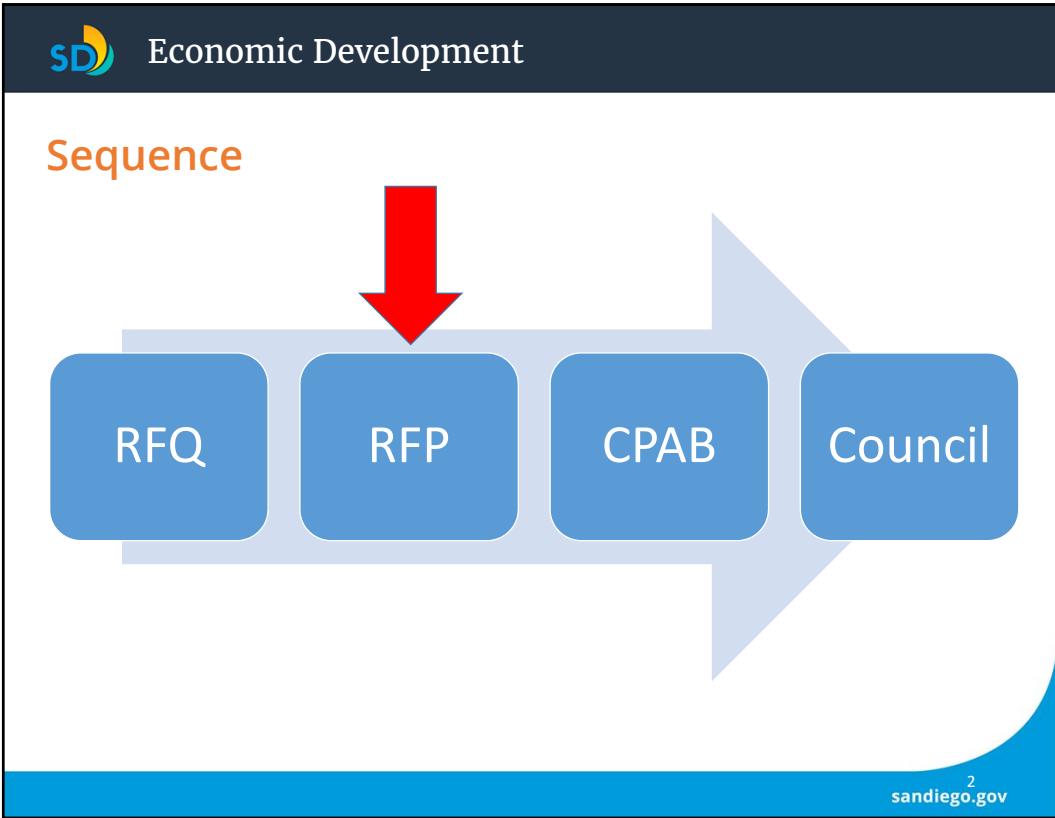
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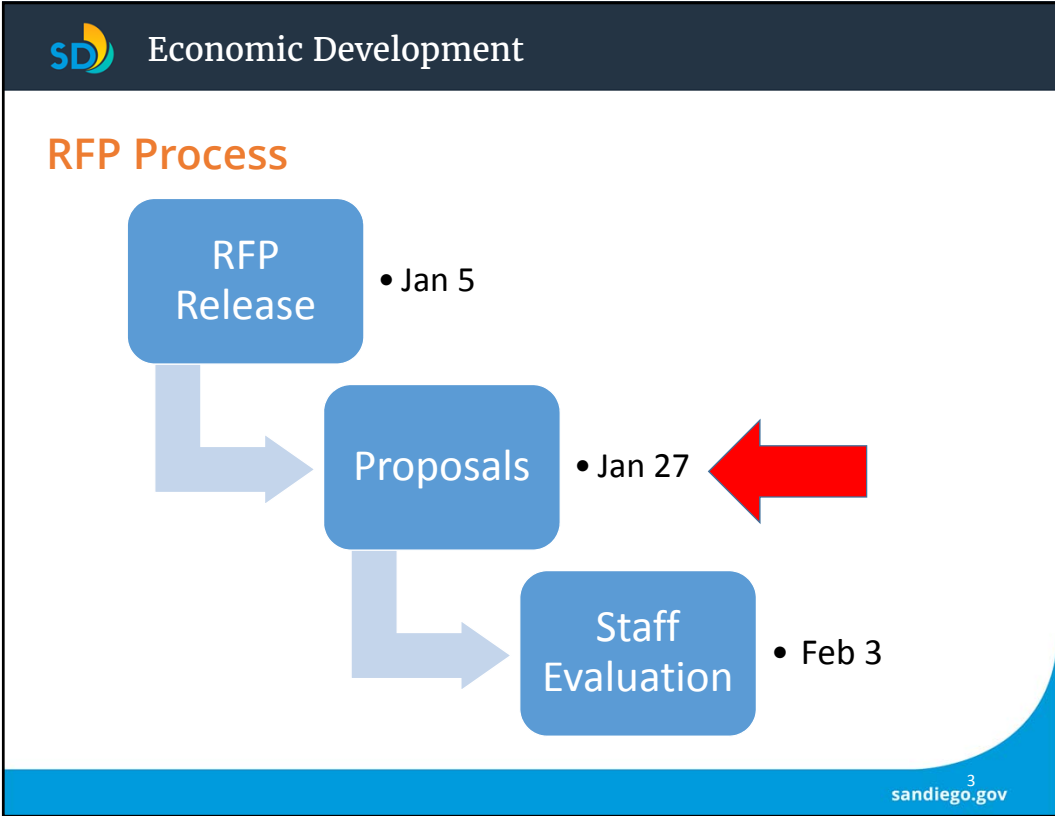
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Economic Development

FY 2018 RFP Process and EDGrants Overview

Consolidated Plan Advisory Board
January 11, 2017



SD Economic Development

Applicant Support



Technical Assistance



Questions & Answers



RFP Handbook



Resources, Webinars, & Guides



Mandatory Workshop

5
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SD Economic Development

Mandatory RFP Workshop

- January 9 and 12
 - Three sessions - Skyline Hills Branch Library
- Topics Covered
 - City of San Diego's CDBG Program
 - FY 2018 Scoring Criteria and RFP Questions
 - Submittal Requirements
 - Additional Information for Construction Projects
- Over 110 attendees

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SD Economic Development

Mandatory RFP Workshop



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SD Economic Development

Goal



Accurate,
Complete,
Clear, and
Eligible
Proposals


8
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 Economic Development

EDGrants

- Economic Development Grants Management System (EDGrants) → <https://edgrants.force.com>
- Customer relationship management solution:
 - Administer RFQ/RFP process, **including CPAB evaluation and scoring**
 - Execute contracts with funding recipients
 - Monitor subrecipient performance
 - Generate program data and compliance reports

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 Economic Development

EDGrants Demo (Webinars)

Organization Registration

- How to open an account

Basic Navigation

- How EDGrants works in a nutshell

¹⁰
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Next Steps

01/05/17	FY 2018 CDBG NOFA and Request for Proposals (RFP) released
01/27/17	FY 2018 CDBG RFP submittals due on or before 3:00 PM
01/30/17 – 02/03/17	Community Development Division (CDD) RFP Review
02/06/17	FY 2018 CDBG RFP submittals available to CPAB members for review and scoring (EDGrants training to CPAB will be provided)
02/08/17	Applicable agencies are notified of final eligibility determination based on CDD staff review of RFP materials
02/28/17	CPAB FY 2018 CDBG RFP scoring results submitted to CDD office
03/08/17	CPAB Meeting: <ul style="list-style-type: none"> • FY 2018 CDBG RFP scores ratified and funding allocation recommendations forwarded to City Council for approval • FY 2018 CDBG City Projects funding allocation recommendations forwarded to City Council for approval