



CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MEETING AGENDA

TUESDAY, AUGUST 08, 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. **Approval of CPAB Meeting Minutes: July 12, 2017**
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. **Discussion Items:**
 - a. **Fiscal Year (FY) 2019 Scoring Criteria Revisions and Recommendations (Continued): Public Services Draft**
Discussion of proposed revisions to the FY 2019 Scoring Criteria: Public Services Category
 - b. **HUD Section 108 Loan Introduction**
Background information on HUD Section 108
7. **Action Item:**
 - a. **Revised Citizen & Community Participation Plan (CPP)**
CPAB will be asked to recommend the approval of revisions to the CPP to City Council

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.

8. Adjournment

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

★★★★★

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, 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.

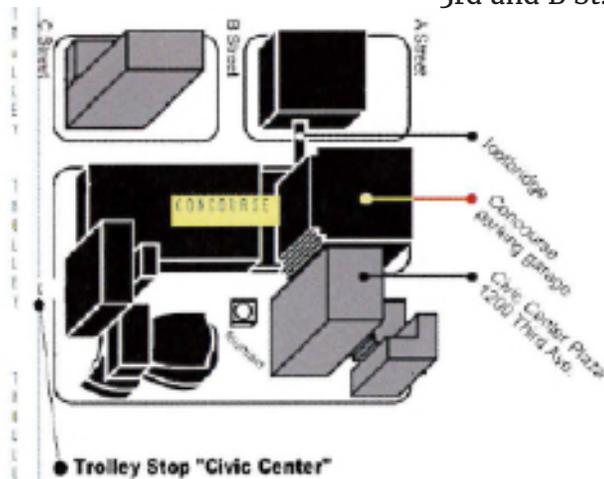
202 C Street MS57C, San Diego Ca. 92101 I 619-236-7029 I 619-236-7016

Driving Directions to the San Diego Concourse

<p>South on Interstate 5</p> <ul style="list-style-type: none"> -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 		<p>South on Interstate 15</p> <ul style="list-style-type: none"> -15 South to 163 South -163 becomes 10th Ave. -Right on B St. -Right on 3rd Ave. -Concourse Parkade entrance is the first driveway on left
<p>North on Interstate 5</p> <ul style="list-style-type: none"> -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 		<p>West on 94 Freeway</p> <ul style="list-style-type: none"> -94 West into Downtown -94 becomes F St. -Right on 5th Ave. -Left on B St. -Right on 3rd Ave. -Concourse Parkade entrance is the first driveway on left

Parking

Concourse Parking Entrances: 1st and B St.
2nd and A St.
3rd and B St.



Trolley Line

Trolley stop "Civic Center" is located on 2nd and C St.



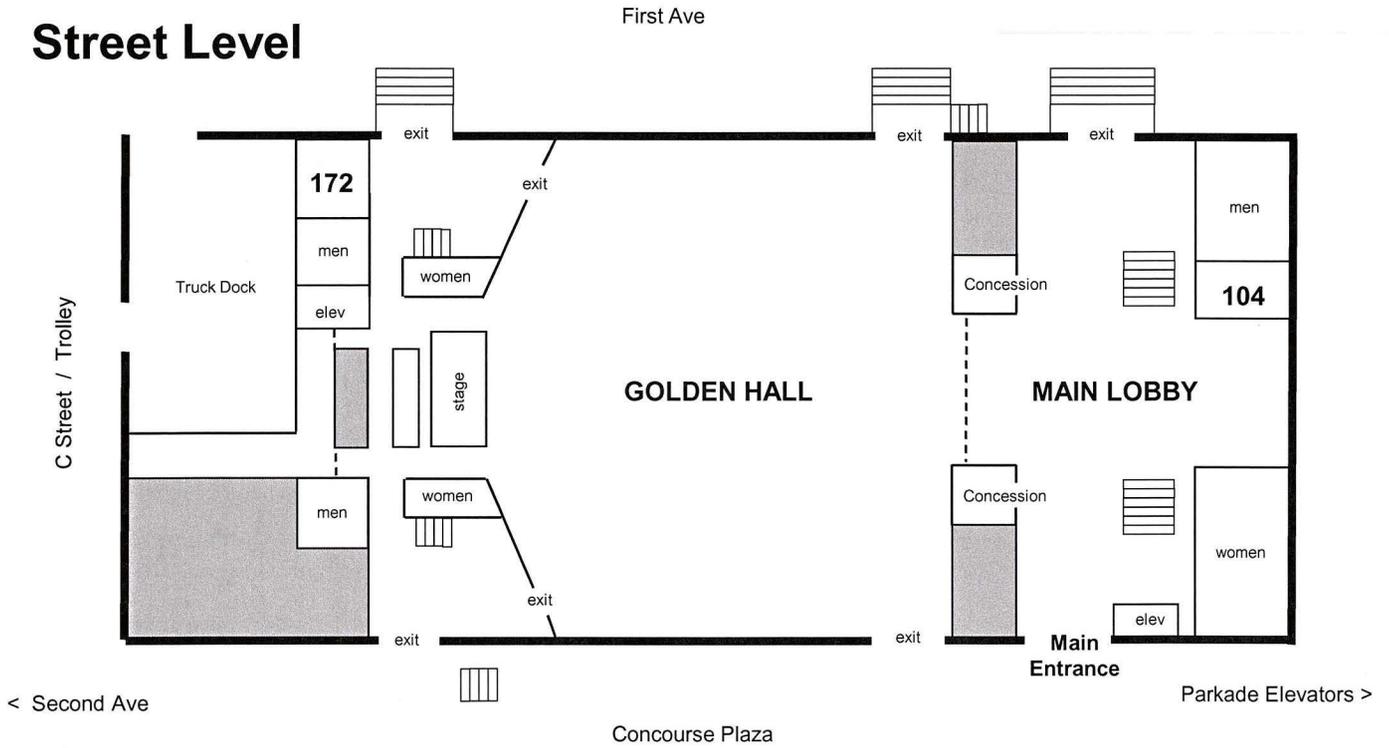
Nearby Hotels

- Renaissance San Diego Downtown Hotel, W B St. & State St. Approx 0.3Mi
- The Westin San Diego, W Broadway & Columbia St. Approx 0.4Mi
- The Sofia Hotel, W Broadway & Front St. Approx 0.2 Mi
- The Westgate Hotel, 2nd Ave. Approx 0.1Mi
- Courtyard San Diego Downtown, Broadway & 6th Ave. Approx 0.3Mi

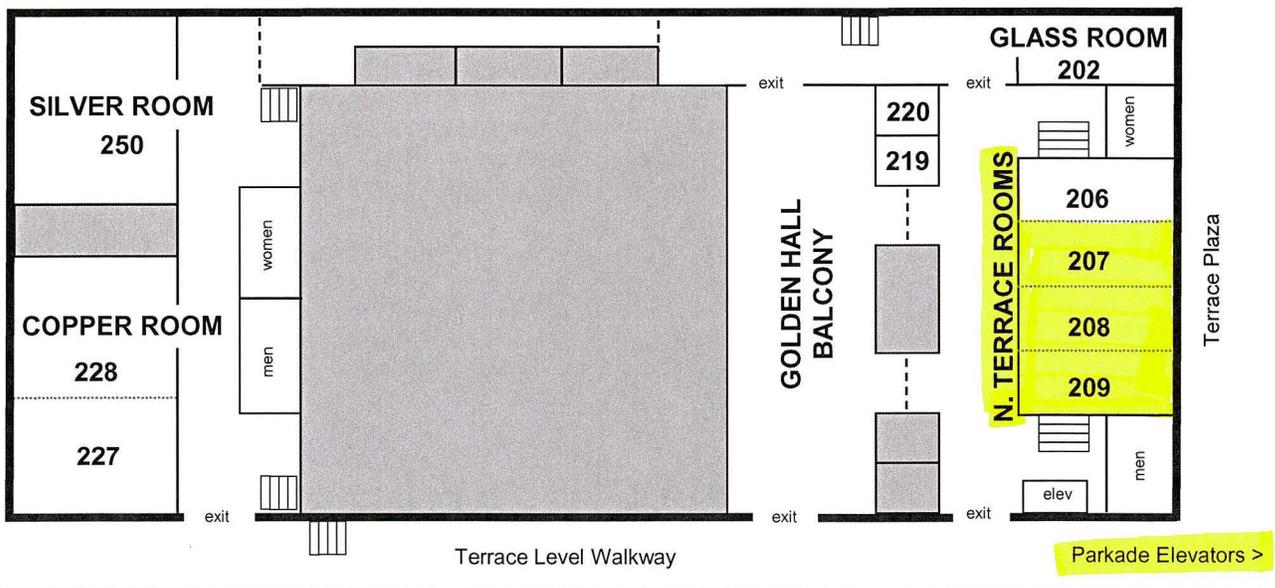
SAN DIEGO CONCONOURSE

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

Street Level



Second Level



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

WEDNESDAY, JULY 12, 2017

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 • Gary Wong, Council District 6 (late) • Richard Thesing, Council District 7 • Claudia Dunaway, Council District 8 • Peter Dennehy, Council District 9 	<ul style="list-style-type: none"> • Sara Berns, Council District 2 • VACANT, Council District 5

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 • Leo Alarcon, Community Development Project Manager 	<p>5 people signed the attendance sheet</p>

Call to Order

Ms. Vicki Granowitz called the meeting to order at 9:00 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 June 14, 2017 meeting minutes. Mr. Joe LaCava moved to approve the minutes with a revision to the minutes to include which board member had an abstention or no vote. The motion was seconded by Mr. Ken Malbrough. The minutes were then approved 6–0.

Board Announcements

There were no Board announcements.

Staff Announcements

- Ms. Michele Marano stated that the Department of Housing and Urban Development (HUD) released the final allocations for Fiscal Year (FY) 2018 (Federal Program Year 2017). The City received a slight increase from last year and the total CDBG allocation is \$10,912,952. The HOME and ESG grants received minor decreases, but the HOPWA grant received an increase. The amounts will be available in the Final 2018 Annual Action Plan, which will be submitted to HUD by the August 16 deadline.
- Ms. Marano also stated that the FY 2018 agreement process is in progress for the CDBG recipients using the ED Grants system. Staff will continue working with the agencies to have the contracts executed in the near future.
- Ms. Marano reminded agencies of the Monthly Programmatic Reports (MPR) and Request for Reimbursements (RFR) training which will be held on August 9 and 10th at the Skyline Hills library. This training will be conducted in the computer lab to ensure agencies are comfortable submitting the MPRs and RFRs through the ED Grants system.
- Ms. Marano stated that the next Nonprofit Academy is scheduled to be August 22 and 23rd at the USD. The Nonprofit Academy is a free, two day workshop intended to assist local nonprofits in a variety of topics.
- Ms. Marano mentioned the availability of the FY 2016 Economic Development Department Annual Report which summarizes the activities of the Department for Fiscal Year 2016.
- Ms. Marano reiterated that there is currently one vacancy on the CPAB and that there will be future vacancies. Anyone interested in serving on the board should submit an application to the City Clerk office.

Non-Agenda Public Comment

- There were no non-agenda public comments.

Agenda Item(s)

Discussion Item 6a:

Update: San Diego Misdemeanants At-Risk Track (SMART) Property Acquisition

Mr. Stephen Maduli-Williams provided a brief update regarding the SMART property acquisition presented at the July CPAB meeting. The acquisition will be presented to City Council on Monday, July 17. If it passes, the next phase would be to start the Conditional Use Permit (CUP) process and return to City Council at a later date for approval. *(Please note, City Council approved the acquisition).*

Discussion Item 6b:***Report on Ad Hoc Committee Discussion Regarding Fiscal Year 2019 Scoring Criteria and Performance/Cash Management***

Mr. Ulysses Panganiban presented feedback collected from the Ad Hoc committees regarding the FY 2019 Scoring Criteria and the Performance and Cash management evaluation for organizations. *Please see attached handout for more information.*

Adjournment

- Meeting adjourned at 10:21 a.m.



**CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM
Category: PUBLIC SERVICES**

**Overall
Score:**

Category	Criteria	Reviewer Score	Maximum Score
1. Project Characteristics (30 points)	a. Project Summary: Description of project includes all of the following items		
	i. Activities and/or services to be provided; and		5
	ii. Characteristics of Population(s) to be served; and		5
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s)		5
	b. New service or expansion: Applicant explains the specific ways in which the project will increase the number of benefitting LMI clients from current levels by providing a new service or expansion to an existing service.		5
	c. Project Goals: Applicant identifies the goal(s) of the project and describes how these goals will be met.		5
	d. Project Results: Applicant lists the number of unduplicated COSD individuals and total number of LMI anticipated to be served below 80% AMI		5
2. Project Specifics (21 points)	a. Services to be provided: Applicant provides a listing of the services to be provided and a clear description of each of these services which includes, as applicable, the following details:		
	i. The quantity and duration of each of these services;		3
	ii. The method of delivery;		3
	iii. Details regarding whether each of these services will be provided on an individual basis and/or group settings; and		5
	iv. An explanation and justification for total amount of CDBG funds requested in relation to the services provided and any fees charged.		5
	b. Project Schedule Applicant describes how the project will be completed within the required 12-month timeline with appropriate milestones and estimated expenditures per month/quarter		5



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3. Project Benefits (15 points)	<p>a. Applicant describes how the project will provide services to high need populations and provides references used for this determination. Public Service projects must be considered a Low and Moderate income Limited Clientele Activity (LMC) by serving one of the following populations:</p> <ul style="list-style-type: none"> i. Presumed low income clientele as defined by HUD*; or ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income. 		9
	<p>b. Geographic Targeting: Applicant's main office(s) is located in at least one of the Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, or Promise Zone*.</p>		1
	<p>c. Geographic Targeting: Applicant presents service delivery to clients located at or near one or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, or Promise Zone.*</p>		5
4. Organizational Capacity (14 points)	<p>a. Organization Project Experience: Applicant describes their experience in successfully implementing projects of similar scope and of comparable complexity.</p>		5
	<p>b. Organization Experience w/ LMI clients: Applicant has experience in providing services to low and moderate income residents or presumed low and moderate income CDBG beneficiaries.</p>		3
	<p>c. Collaboration: Applicant describes collaboration with similar organizations, peer to peer networks, and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients.</p>		4
3. Budget (18 points)	<p>a. Applicant identifies alternative future sources of funding to support the proposed project and demonstrates that the project will not rely on CDBG funds for program sustainability.</p>		5
	<p>a. Budget for project identifies all sources of funding for the total project costs.</p>		5
	<p>b. Budget details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.</p>		3



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	<p>c. Budget lists all other funding sources secured for project, submits documentation for each source listed, and percent of funds leveraged (calculated by: other secured funding/total project costs) is:</p> <p style="margin-left: 40px;">0% – 5% (0 points) 41% – 60% (3 points) 6% – 20% (1 points) 61% – 80% (4 points) 21% – 40% (2 points) 81% – 100% (5 points)</p>	(CDD score)	5
6. Project Eligibility & Performance Indicators	<p>a. Project Eligibility</p> <p>i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements</p>	CDD score	1
	<p>ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements</p>	CDD score	1
	<p>b. City of San Diego Track Record: Rating based on past performance of applicant agency on projects previously funded by the City of San Diego under the CDBG program*. <i>These are subtractive points from maximum 100 point score, determined by performance levels:</i></p> <ul style="list-style-type: none"> • Minor deficiencies (-1) • Moderate deficiencies (-2) • Significant deficiencies (-3) <p>Performance Indicator data collected from FY 2015/FY 2016 for FY 2019 evaluations</p>	CDD score	-3



CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM
 Category: PUBLIC SERVICES **AND CHALLENGE GRANTS**



**Overall
Score:**

Category	Criteria	Reviewer Score	Maximum Score
1. Project Characteristics (2730 points)	a. Applicant provides a clear project summary which includes: a.) Project Summary: Description of project should include all of the following items Brief description of the project including resulting activities and/or services to be provided;		5
	i. Activities and/or services to be provided; and		5
	ii. Characteristics of Population(s) to be served; and		5
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s) and how the services will be delivered.		5
	b.) New service or expansion: Applicant clearly defines explains the expected results of the proposed project by: i. and how How it will result in the provision of a new service; or ii. the The expansion of an existing service.		5
	c.) Project Goals: Applicant clearly identifies the goal(s) of the project and describes how these goals will be met.		5
	b. d.) Project Results: Applicant clearly identifies the results of the project: a. Number of unduplicated City of San Diego individuals to be assisted. Applicant lists the number of unduplicated COSD individuals and total number of LMI anticipated to be served is below 80% AMI		5
2. Organizational Capacity (134 points)	a. Organization Project Experience: Applicant clearly describes their experience in successfully implementing projects of similar scope and of comparable complexity.		5
	b. Organization Experience w/ LMI clients: Applicant has experience in providing services to low and moderate income residents or presumed low and moderate income CDBG beneficiaries such as seniors, illiterate adults, homeless persons, abused children and/or battered spouses.		5

Commented [MM1]: The "how" is addressed in Section 5...this seems a little out of place in this line item. Maybe the general "how" can fall under Section 1.a.i. ?

Commented [MM2]: Can we combine this into one criteria based upon Ulysses and Claudia's comments: "Applicant explains the specific ways in which the project will increase the number of benefiting LMI clients from current levels by providing a new service or expansion to an existing service."

Commented [MM3]: Let's keep this at 5 points.

Commented [AL4]: Moved to section 4

Commented [AL5]: Annotation?

Commented [MM6R5]: Yes, this should be in the annotation.

Reviewer Initials:



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Category: PUBLIC SERVICES ~~AND CHALLENGE GRANTS~~**



	<p>c. i. Do you collaborate with other service agencies, including organizations that provide similar services and resources?</p> <p>ii. If so, describe HOW your agency collaborates with other service agencies and with whom. Collaboration: Applicant states describes collaboration with similar organizations, demonstration of peer to peer networks, and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients. Agency must be specific in how collaboration/networking with other organizations will benefit LMI/presumed LMI clients.</p>		134
			4
3. Budget (1820 points)	<p>a. Applicant identifies alternative future sources of funding to support the proposed project and demonstrates that the project will not rely on CDBG funds for program sustainability.</p>		5
	<p>b. Budget for project clearly identifies all sources of funding for the total project costs.</p>		5
	<p>c. Budget clearly details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.</p>		35
	<p>d. Budget clearly lists all other funding sources secured for project, submits documentation for each source listed, and percent of funds leveraged (calculated by: other secured funding/total project costs) is:</p> <p style="margin-left: 40px;">0% – 5% (0 points) 41% – 60% (3 points) 6% – 20% (1 points) 61% – 80% (4 points) 21% – 40% (2 points) 81% – 100% (5 points)</p>	(CDD score)	5

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Commented [MM7]: Move to notation or rubric

Commented [MM9]: This is now a requirement and function of ED Grants, so we may want to reduce the points here. The applicant won't be able to submit if this is incomplete. The discretion for CPAB will be "do they believe the disbursement of funds is reasonable?"

Commented [AL8]: Moved to sec. 5

Reviewer Initials:



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Category: PUBLIC SERVICES AND CHALLENGE GRANTS**



4. Project Benefits (145 points)	Public Services <i>(Applicant should answer a. and b. and c.)</i>		
	<p>a. Applicant clearly describes how the project will provide services to high need populations and provides the references used for this determination. Public Service projects must be considered a Low and Moderate income Limited Clientele Activity (LMC) by serving one of the following populations:</p> <ul style="list-style-type: none"> i. Presumed low income clientele as defined by HUD*; or ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income. 	9	
	<p>b. Geographic Targeting: Applicant's main office(s) is located in at least one of the Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, <u>or Promise Zone</u>.*</p>	1	
	<p>c. Geographic Targeting: Applicant has presented <u>clear</u> service delivery to clients located at or near one or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, <u>or Promise Zone</u>.*</p>	45	
5. Project Specifics (223 points)	<p>a. Services to be provided: Applicant provides a listing of the services to be provided and a clear description of each of these services which includes, as applicable, the following details:</p> <ul style="list-style-type: none"> i. The quantity and duration of each of these services; 		3
	<p>i. The quantity and duration of each of these services;</p>		3
	<p>ii. The method of delivery;</p>		3
	<p>iii. Details regarding whether each of these services will be provided on an individual basis and/or group settings; and</p>		5

Commented [AL11]: annotation

Commented [AL10]: moved to sec. 3

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Commented [AL12]: move to section 2; the what are you going to do

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Reviewer Initials:



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 Category: PUBLIC SERVICES **AND CHALLENGE GRANTS**



	iv. <u>iv. An explanation and justification for the total amount of CDBG funds requested in relation to the services provided and any fees charged.</u>		5
	a. Project Scope & Schedule iii.i. <u>The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements</u>	(CDD score)	1
	ii. <u>The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements; and</u>	(CDD score)	1
	iii.b. <u>Project Schedule</u> Applicant has clearly described how the project will be completed within the required 12-month timeline <u>with appropriate milestones and estimated expenditures per month/quarter-</u>		45
6. Project Eligibility & Performance Indicators	a. Project Eligibility i. <u>The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements</u>	(CDD score)	1
	ii. <u>The Scope of Work and Budget demonstrates compliance with National Objectives and other HUD and City requirements; and</u>	(CDD score)	1
	City of San Diego Track Record: Rating based on past performance of applicant agency on projects previously funded by the City of San Diego under the CDBG program*. <i>These are subtractive points from maximum 100 point score, determined by performance levels:</i> <ul style="list-style-type: none"> • Minor deficiencies (-1) • Moderate deficiencies (-2) • Significant deficiencies (-3) Performance Indicator data collected from FY 2015/FY 2016 for FY 2019 evaluations	(CDD score)	-3

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- Commented [MM13]: We could move these City scored elements to the end of the criteria with the Performance points, since they apply to the overall application and not just this section.

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Reviewer Initials:
