



CONSOLIDATED PLAN ADVISORY BOARD (CPAB) AGENDA

WEDNESDAY, JANUARY 16, 2019
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:**
 - a. **November 07, 2018**
 - b. **October 10, 2018**
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 Item(s):**
 - a. **Office of Boards & Commissions**

Joel Day, Director of the Office of Boards & Commissions, will introduce the goals and information needed for the new Office of Boards & Commissions
 - b. **Conflict of Interest Policies**

The City Attorney's Office will give a brief presentation on the City's conflict of interest policies pertaining to CPAB members and staff.

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.

c. Fiscal Year (FY) 2020 CDBG Application Status & CPAB Handbook

Staff will provide an update on the current CDBG application process and next steps. Staff will also review key elements in the CPAB Scoring Handbook that can be used in evaluating the CDBG RFPs.

d. FY 2020 CDBG Category: Catalytic Neighborhood Investments

Stephen Maduli-Williams, Community Development Division Program Manager, will introduce a new FY 2020 Notice of Funding Availability to implement Community Facility Projects or Affordable Housing Initiatives that provide a significant impact to low- and moderate-income communities and/or individuals.

7. 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. Meetings are usually scheduled the second Wednesday of the month.

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

- Wednesday, February 13, 2019, at 9:00 a.m. [FY 2020 RFP Presentations]
- Wednesday, March 13, 2019, at 9:00 a.m.
- Wednesday, April 10, 2019, at 9:00 a.m.
- Wednesday, May 08, 2019, at 9:00 a.m.
- Wednesday, June 12, 2019, at 9:00 a.m. (*possible adjournment*)
- Wednesday, July 17, 2019, at 9:00 a.m. (*note special date*)
- Wednesday, August 14, 2019, at 9:00 a.m.
- Wednesday, September 11, 2019, at 9:00 a.m.
- Wednesday, October 09, 2019, at 9:00 a.m.
- Wednesday, November 13, 2019, at 9:00 a.m.
- Wednesday, December 11, 2019, at 9:00 a.m. (*possible adjournment*)

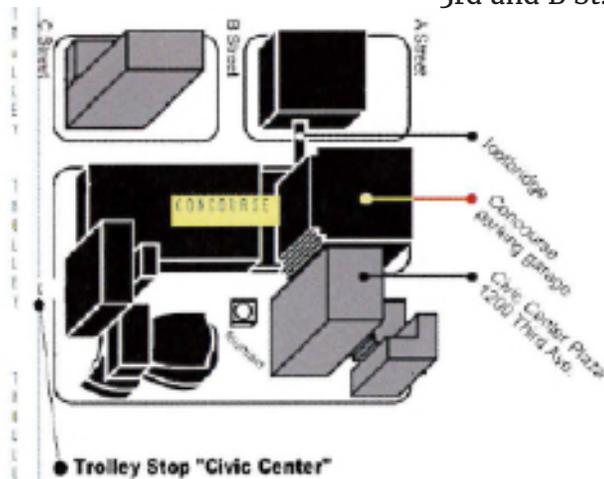
202 C Street MS57C, San Diego Ca. 92101 I 619-236-7029 I 619-236-7016

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.



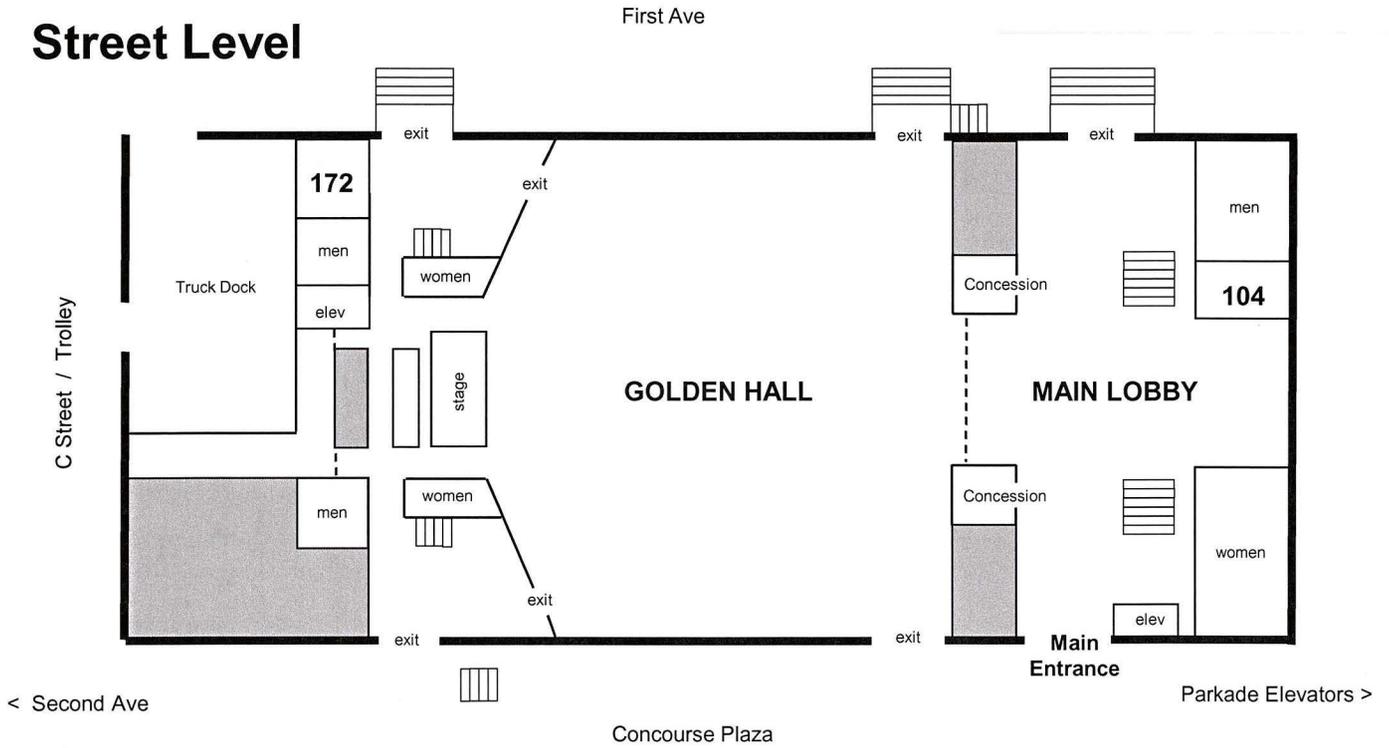
Nearby Hotels

- 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

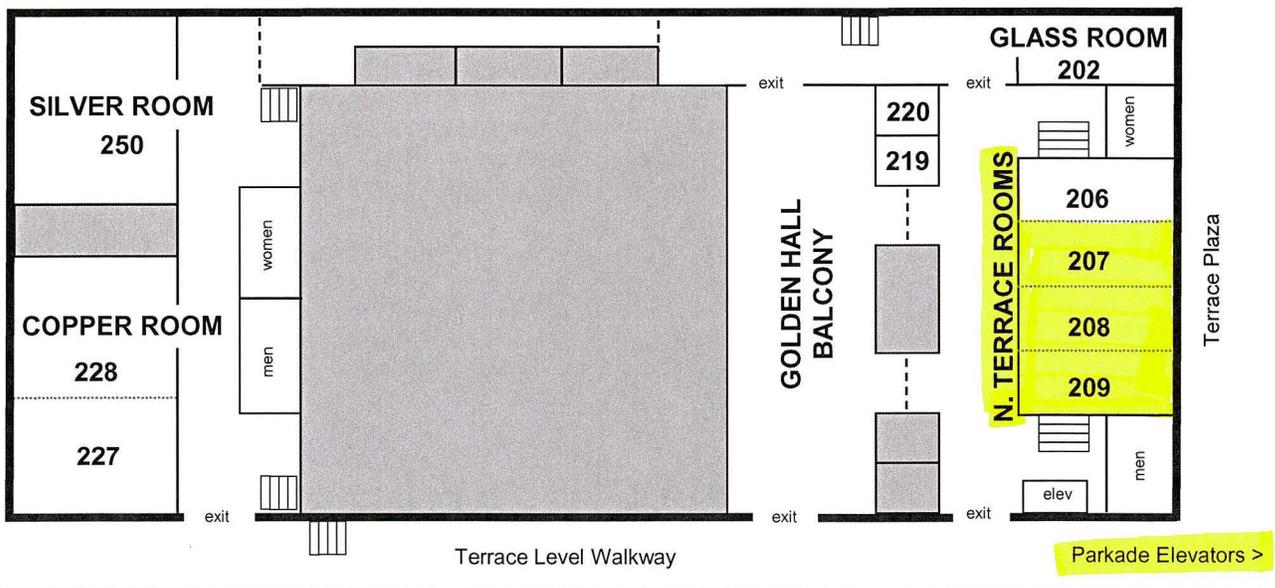
SAN DIEGO CONCONOURSE

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, NOVEMBER 07, 2018

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"> • Zaheen Chowdhury, Council District 1 • Sara Berns, Council District 2 • Eileen Gonzales, Council District 3 (late) • Valerie Brown, Council District 5 • Richard Thesing, Council District 7 	<ul style="list-style-type: none"> • VACANT, Council District 6 • Ken Malbrough, Council District 4 • Peter Dennehy, Council District 9 • Claudia Dunaway, Council District 8

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> • Stephen Maduli-Williams, Community Development Division Program Manager • Michele Marano, Community Development Coordinator • Leonardo Alarcon, Community Development Specialist • Michelle Harati, Community Development Project Manager • Stacey Calderon, Community Development Project Manager 	<p>28 people signed the attendance sheet</p>

Call to Order

Ms. Valerie Brown called the meeting to order at 9:15 a.m. with four board members present. Quorum was not achieved at this time. Quorum was achieved at 9:26 am.

Approval of Minutes

Mr. Brown called for a motion to approve the October 10, 2018, meeting minutes. Ms. Sara Berns moved to approve the minutes. Mr. Richard Thesing seconded the motion. The minutes were approved 4-0 but will be for reference only because of the lack of quorum. Minutes will be presented at the next CPAB meeting.

Board Announcements

N/A

Staff Announcements

- Mr. Leonardo Alarcon announced that the 2019 schedule of CPAB meetings had been released and was available for reference on the second page of the [November meeting agenda](#). Mr. Alarcon noted that the June and December meetings in 2019 will likely be adjourned but dates and times have been placed within the schedule as placeholders in the event a meeting is needed.
- Mr. Alarcon noted that the upcoming December 2018 meeting will be adjourned.
- Mr. Alarcon provided preliminary Fiscal Year (FY) 2020 Request for Qualifications (RFQ) response statistics to the CPAB. Mr. Alarcon highlighted that 85 organizations submitted responses by the deadline with 67 applying via the Traditional Organization track and 18 applying via the Small/Emerging Organization track. Mr. Alarcon stated that organizations will be notified of RFQ results on November 9, 2018 and the RFP is expected to be released on November 16, 2018 with a response deadline of January 9th, 2019.

Non-Agenda Public Comment

N/A

Agenda Item(s)

Discussion Item: 6a:

Nonprofit Accelerator Certificates of Completion

University of San Diego (USD) and City staff presented an overview of the Small/Emerging Organization Accelerator Program. In addition, each of the six nonprofit organizations involved in FY 2019 CDBG Small/Emerging Organization Accelerator Program gave a brief presentation on the benefits gained through participation in the program and received Certificates of Completion from USD and the City. *Please see the attached PowerPoint for additional details.*

Discussion Item: 6b:

CPAB Training: Evaluating Request for Proposal (RFP) Budget

Bob Beatty, adjunct faculty at USD's Nonprofit Leadership and Management master's program, provided a brief training for the CPAB on essential guidelines for evaluating budgets within RFP responses and applicant considerations. *Please see the attached PowerPoint for additional details.*

Discussion Item: 6c:

Proposing Program Partnerships

Staff presented on the requirements for proposing program partnerships in response to the upcoming FY 2020 CDBG RFP and next steps. *Please see the attached PowerPoint for additional details.*

Public Comments Received:

- Ms. Cheryl Keenan, representing Rebuilding Together San Diego, sought to clarify the partnership requirements and ability for organizations to apply to multiple RFP categories in FY 2020. Ms. Keenan also asked if an organization's maximum funding threshold would be based solely on the lead applicant.
 - Staff responded by indicating that organizations would be able to submit separate RFP responses to multiple RFP categories so long as the applicant has the appropriate organizational capacity to carry out the projects if awarded. Secondly, staff indicated that the maximum funding threshold would be based on the collective maximum funding threshold of all partners proposed for the project, which includes both the lead and subrecipient(s).
- Ms. Rebecca Beattie, representing LaunchBio, sought to clarify when the notification of the mandatory Request for Proposals (RFP) workshops would be released and which times on the November 27 – 29th timeline provided would be available to attend.
 - Staff responded by stating that organizations will receive the exact dates and times applicable to their project categories within the RFQ notification received on November 9, 2018.

Adjournment

- Meeting adjourned at 10:50 a.m.

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

WEDNESDAY, OCTOBER 10, 2018

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"> • Ken Malbrough, Council District 4 • Zaheen Chowdhury, Council District 1 • Valerie Brown, Council District 5 • Eileen Gonzales, Council District 3 • Claudia Dunaway, Council District 8 • Sara Berns, Council District 2 • Richard Thesing, Council District 7 	<ul style="list-style-type: none"> • VACANT, Council District 6 • Peter Dennehy, Council District 9

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> • Stephen Maduli-Williams, Community Development Division Program Manager • Michele Marano, Community Development Coordinator • Leonardo Alarcon, Community Development Specialist • Michelle Harati, Community Development Project Manager 	<p>11 people signed the attendance sheet</p>

Call to Order

Mr. Ken Malbrough called the meeting to order at 9:08 a.m. with seven board members present. A quorum was achieved at the same time.

Approval of Minutes

Mr. Malbrough called for a motion to approve the September 12, 2018, meeting minutes. Ms. Sara Berns moved to approve the minutes. Mr. Zaheen Chowdhury seconded the motion. The minutes were approved 7–0.

Board Announcements

N/A

Staff Announcements

- Ms. Michele Marano announced that the Fiscal Year (FY) 2020 Request for Qualifications (RFQ) response deadline had been extended to Friday, October 19, 2018 at 11:59 p.m. Ms. Marano also stated that similarly the FY 2020 Request for Proposals (RFP) response period had also been extended with the RFP expected to be released on November 16, 2018 with a response deadline of January 9th, 2019. Ms. Marano explained that the mandatory RFP workshops are tentatively scheduled for November 27 – 29, 2018 for morning and afternoon sessions and once finalized, a notice will be sent out to the CDBG mailing list. Those interested in signing up to receive future CDBG emails may do so [here](#). Additional information on the FY 2020 RFQ and RFP timelines can be found on the City's CDBG website (please click [here](#)).
- Ms. Marano stated that the City Council unanimously approved the FY 2020 – 2024 Consolidated Plan Goals on October 8, 2018. [The staff report, and additional documents can be accessed here.](#)
- Mr. Leonardo Alarcon stated as a reminder that the next CPAB meeting is scheduled for Wednesday, November 7, 2018 at 9:00 a.m.

Non-Agenda Public Comment

N/A

Agenda Item(s)

Action Item: 6a:

Fiscal Year (FY) 2020 Scoring Criteria Revisions and Recommendations

The CPAB was presented with the proposed revisions to the scoring criteria for evaluation of FY 2020 Request for Proposals (RFP) responses. The CPAB recommended the adoption of the FY 2020 scoring criteria for the nine RFP categories listed below.

- [FY 2020 Scoring Criteria: Public Services](#)
- [FY 2020 Scoring Criteria: Community & Economic Development - Technical Assistance](#)
- [FY 2020 Scoring Criteria: Single Family Housing Rehabilitation](#)
- [FY 2020 Scoring Criteria: Community & Economic Development: Microloan Program](#)
- [FY 2020 Scoring Criteria: Neighborhood Business Improvement Program](#)
- [FY 2020 Scoring Criteria: Nonprofit Capital Improvement Projects \(NCIP\)](#)

- [FY 2020 Scoring Criteria: Nonprofit CIP Sustainability Improvements](#)
- [FY 2020 Scoring Criteria: Multi-Family Housing Rehabilitation](#)

Mr. Richard Thesing made the motion, which Ms. Valerie Brown seconded. The motion passed 6–0–1, with Ms. Berns abstaining. *Please see attached PowerPoint for additional details.*

Public Comments Received:

- Ms. Tiernan Seaver, representing Casa Familiar, expressed concern over proposed changes within the Public Services category that would reallocate and reduce geographic targeting points received.
 - Staff responded by indicating the proposed geographic targeting changes represented CPAB members requests to better balance points received for both the organization’s location and targeting of services. The proposed changes commented on include:
 - (1) **Geographic Targeting location:** Applicant's office(s) providing project services 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.
 - a. Increased from 1 point in FY 2019 to 2 points in FY 2020
 - (2) **Geographic Targeting services:** Applicant indicates service delivery will occur to clients residing in 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.
 - a. Decreased from 5 points in FY 2019 to 3 points in FY 2020
- Mr. Erik Tilkemeier, representing City Heights Community Development Corporation, stated that he hoped lead organizations will be allowed to propose partnerships with other organizations who may not responded to the RFQ.
 - Staff informed Mr. Tilkemeier that lead organizations will be allowed to propose partnerships with organizations who do not submit a response during the FY 2020 RFQ period. These organizations will be subject to staff review and will be held to the [FY 20 RFQ Standards](#) following submittal of an FY 2020 RFP response.
 - Staff held a partnerships workshop on Tuesday, October 9, 2018. The PowerPoint can be found [here](#) for additional details.
 - Staff will provide CPAB with a similar presentation on Proposing Program Partnerships at the November 7, 2018 CPAB meeting.

Action Item: 6b:**Revised Performance Indicators for FY 2020 Applicants**

The CPAB was presented with proposed formula revisions to be utilized in the Performance Indicator Report Cards. Ms. Eileen Gonzales made the motion, which Ms. Berns seconded. The motion passed 7-0. *Please see attached PowerPoint for additional details.*

Adjournment

- Meeting adjourned at 10:17 a.m.