



CONSOLIDATED PLAN ADVISORY BOARD (CPAB) AGENDA

WEDNESDAY, APRIL 10, 2019

9:00 A.M. – 10:30 A.M.

SAN DIEGO CIVIC CONCOURSE, 1st Floor Main Lobby
202 'C' STREET, SAN DIEGO, CA 92101

1. **Call to Order**
2. **Approval of CPAB Meeting Minutes: March 13, 2019**
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(s):**
 - a. **Draft Fiscal Years (FY) 2020-2024 Consolidated Plan**

The City of San Diego's Draft FY 2020-2024 Consolidated Plan and FY 2020 Annual Action Plan are currently available for a 30-day public review from April 5, 2019 through May 4, 2019. The Consolidated Plan identifies the City's housing and community development needs, priorities, and goals. Allocating federal funding for the following programs:

 - Community Development Block Grant (CDBG)
 - HOME Investment Partnership (HOME)
 - Emergency Solutions Grant (ESG)
 - Housing Opportunity for Persons with AIDS/HIV (HOPWA)

Public comments regarding the draft Consolidated Plan will be received and the Board will be asked to recommend the FY 2020-2024 Consolidated Plan to City Council for approval.

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. Draft FY 2020 Annual Action Plan

The City of San Diego's Draft FY 2020 Annual Action Plan identifies the projects and programs to be funded by the following programs: Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grant (ESG), Housing Opportunity for Persons with AIDS/HIV (HOPWA).

Public comments regarding the draft Annual Action Plan will be received and the Board will be asked to recommend the FY 2020 Annual Action Plan to City Council for approval.

c. Proposed Revisions to Council Policy 700-02

CP 700-02 establishes general guidelines by which the City selects and implements activities utilizing CDBG funds allocated to the City by HUD. The CPAB will be asked to recommend the proposed revisions to Council Policy 700-02 to the City Council for approval.

d. Standardized Report of City Boards & Commissions: CPAB

The Board will be asked to approve the CPAB responses to the Standardized Report for the Office of Boards & Commissions to be included as part of the City's full Report of Boards & Commissions.

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, May 08, 2019, at 9:00 a.m. (*1st floor Main Lobby location*)
- 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*)

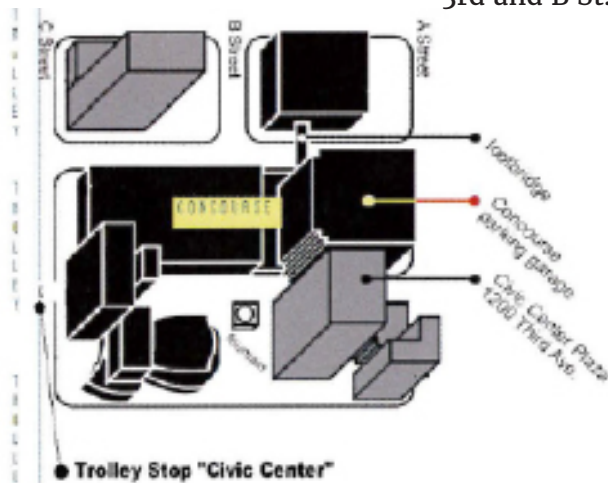
202 C Street MS57C, San Diego Ca. 92101 I 619-236-7029 I 619-236-7016

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.



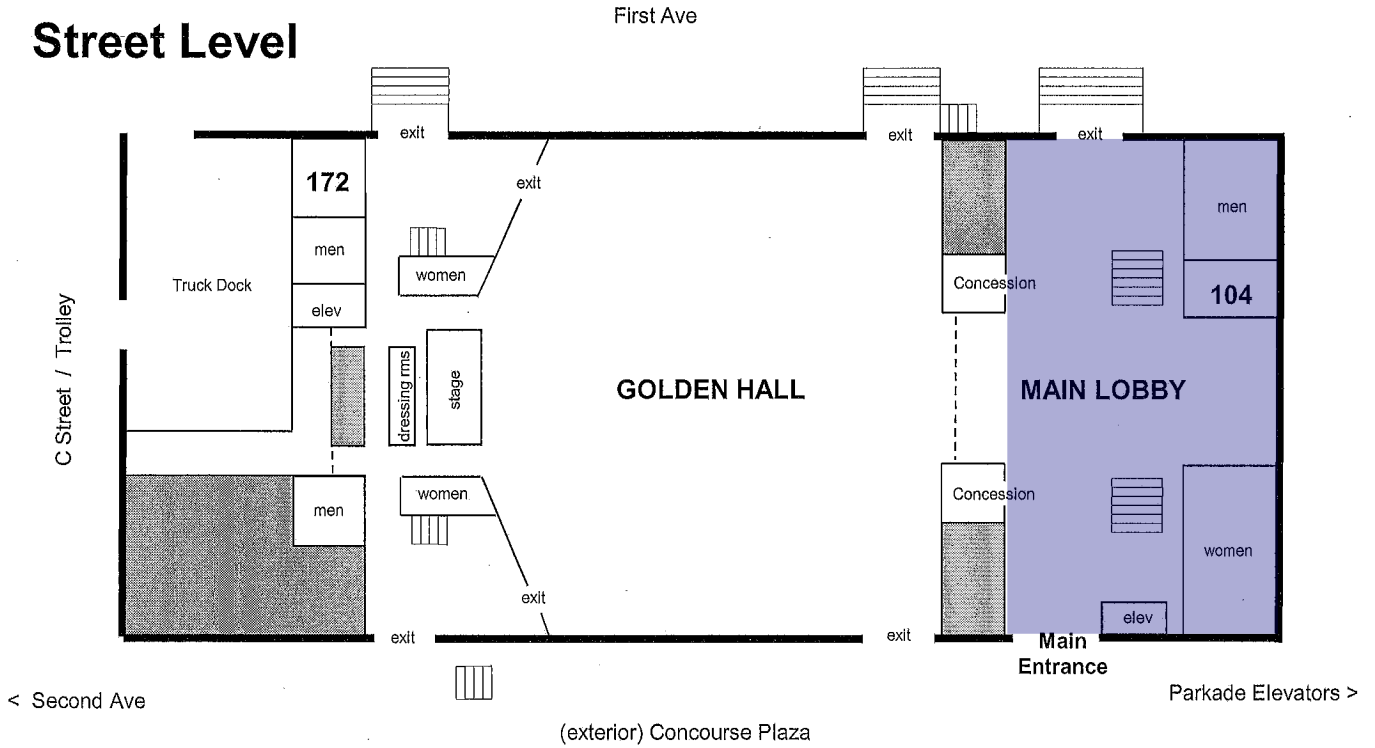
Nearby Hotels

- 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

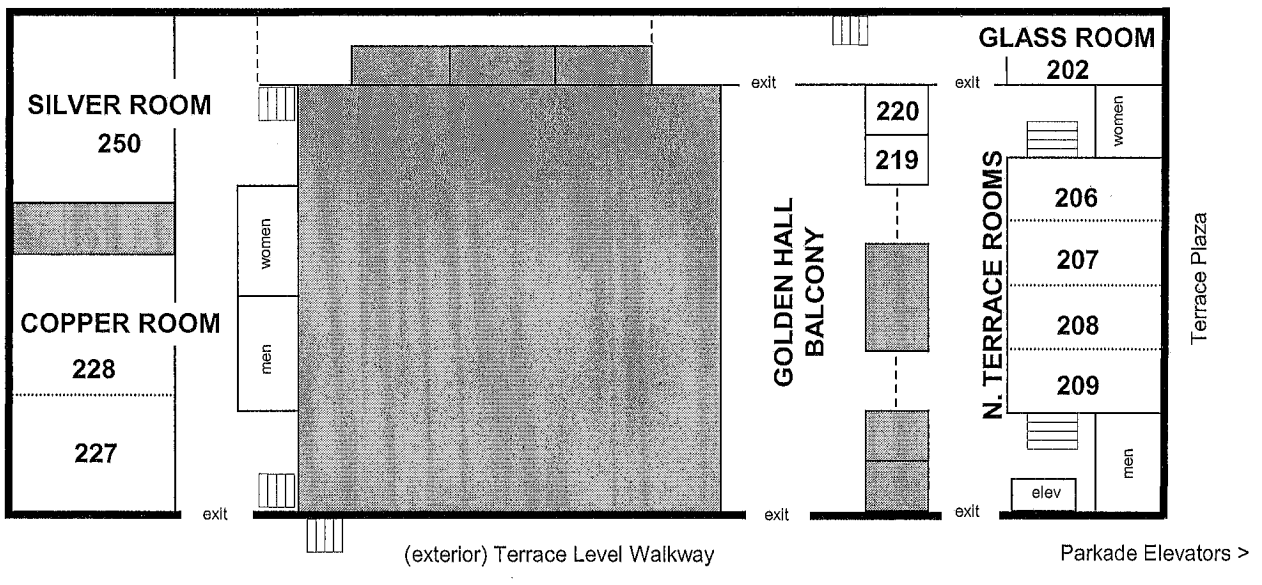
SAN DIEGO CONOURSE BROCHURE

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, MARCH 13, 2019

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 • Sara Berns, Council District 2 (late) • Richard Thesing, Council District 7 • Claudia Dunaway, Council District 8 • Eileen Gonzales, Council District 3 • Valerie Brown, Council District 5 | <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>17 people signed the attendance sheet</p> |

Call to Order

Mr. Ken Malbrough called the meeting to order at 9:04 a.m. with six board members present. Quorum was achieved at this time.

Approval of Minutes

Mr. Malbrough called for a motion to approve the February 13, 2019 meeting minutes. Ms. Valerie Brown moved to approve the minutes. Mr. Zaheen Chowdhury seconded the motion. The February minutes were approved 6–0.

Board Announcements

N/A

Staff Announcements

- Ms. Michelle Harati stated that the next session of the City of San Diego Nonprofit Academy is scheduled for May 30 – 31, 2019. Ms. Harati explained that registration will open in April 2019 and that interested parties should save the dates of May 30 – 31st. Additional information and further enrollment details as they become available, can be found on the [Nonprofit Academy website](#).
- Ms. Harati announced that the City of San Diego and partners will celebrate the 51st Anniversary of the Fair Housing Act with the recognition of April as Fair Housing Month.
- Ms. Harati stated the City and partners will be hosting events in recognition of the Fair Housing Act. The first of which is the partnership with the San Diego Regional Alliance for Fair Housing (SDRAFFH), the San Diego Housing Federation, and LISC San Diego which will be hosting the 4th Annual Fair Housing Conference. The [conference](#), *Moving Toward an Inclusive Economy*, is scheduled for Thursday, April 4th at the San Diego Central Library. Secondly, in partnership with the Legal Aid Society of San Diego, the City will host a FREE Fair Housing Training for Housing Providers on Thursday, April 11, 2019, at the San Diego Central Library from 10:00 am - 12:00 pm. The training will cover the City of San Diego's new Source of Income Ordinance and the New California Harassment Laws. Interested parties can register today by emailing ival@lassd.org or calling the Legal Aid Society of San Diego at (619) 471 – 2749.
- Ms. Harati explained that Father Joe's Villages will be closing a temporary shelter at their 14th and Commercial location to build a new supportive housing facility. To accommodate the temporary closing, the City will temporarily use the City Concourse's 2nd floor as a transitional homeless shelter. CPAB meetings will have to move to a new location until further notice. Staff anticipate utilizing the Main Lobby on the first floor of the Concourse and will evaluate if other locations are needed as determined by the Board.

Non-Agenda Public Comment

N/A

Agenda Item(s)

Action Item: 6a:

Fiscal Year (FY) 2020 CDBG Application Scores & Rankings

Ms. Harati presented the Board with the results of the FY 2020 CDBG Request for Proposals competitive process. The Board received was asked to approve the list of prioritized

projects to be considered by the City Council for FY 2020 CDBG funding, and recommendation to the City Council to incorporate into the City's draft FY 2020-2024 Consolidated Plan and FY 2020 Annual Action Plan. Mr. Malbrough called for a motion to approve the action. Ms. Valerie Brown moved to approve the motion and Mr. Richard Thesing seconded the motion. The motion was approved 7-0.

Public Comments Received:

- Mr. Ricardo Flores, with LISC San Diego, thanked the CPAB for their time and recommendations for funding in the upcoming year.
- Mr. David Bialys, with Voices for Children, explained the positive contributions CDBG funding has allowed his organization to undertake and his thankfulness to be recommended for funding again in FY 2020.
- Mr. Bryndan Stueve, with LISC San Diego, expressed his gratitude for CPAB's recommendation of funding for the Neighborhood Business Improvement Program and the prospect of returning to report on the positive impacts of the program.
- Mr. Mark Lagace, with Home Start, stated that he was thankful for the CPAB's recommendation for funding and is optimistic about program implementation.
- Mr. Eddie Price, with GRID Alternatives San Diego, expressed his appreciation for the efforts of the CPAB and thankfulness for the funding opportunity.
- Mr. Erik Tilkemeier, with City Heights CDC, thanked the CPAB for their recommendation and expressed optimism for the microenterprises that will be supported in City Heights as a result. In addition, Mr. Tilkemeier asked staff for clarification on where the remaining \$2.5 million in the Community Economic Development (CED) category had been allocated.

Staff Response: Ms. Harati explained that the remaining \$2.5 million in the Community Economic Development (CED) - Technical Assistance category had been allocated to the CED Neighborhood Business Improvement Program given that both are considered to be CED categories.

- Ms. Ernesta Johnson, with Neighborhood House Association, thanked CPAB for the recommendation of CDBG funding and expressed excitement at the renovations that will occur as a result.
- Ms. Sonia Diaz, with Kitchens for Good, expressed appreciation for the CPAB and the recommendation for funding to implement a culinary employment training program.

Please see the attached PowerPoint presentations and handouts for additional details.

Discussion Item: 7a:

Homeless Set-Aside: Summary and Outlook

The San Diego Housing Commission provided a brief lookback on the allocations and impact of the \$1.3 million CDBG set-aside established in [Council Policy 700-02](#).

Please see the attached PowerPoint presentation for additional details.

Discussion Item: 7b:

Draft Strategic Plan for FY 2020-2024 Consolidated Plan

Ms. Michele Marano provided an introduction of the Budgetary Priorities included in the Strategic Plan of the FY 2020-2024 Consolidated Plan.

Please see the attached PowerPoint presentations for additional details.

Adjournment

- Meeting adjourned at 10:30 a.m.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

DRAFT REVISIONS

SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
POLICY NO.: 700-02
EFFECTIVE DATE: TBD

BACKGROUND:

The federal Housing and Community Development Act of 1974 established the Community Development Block Grant (CDBG) Program. The enabling legislation has been reviewed and amended by Congress periodically since 1974. The purpose of the CDBG program is to provide an annual source of funds to local governments for the purpose of implementing activities to develop viable urban communities, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Federal administration of the CDBG program is the responsibility of the U.S. Department of Housing and Urban Development (HUD). The City of San Diego has participated in the CDBG program, as an entitlement jurisdiction, since the program's inception.

PURPOSE:

To establish the general guidelines by which the City will select and implement activities utilizing CDBG funds.

POLICY:

It is the policy of the City Council to allocate CDBG funds in accordance with the following standards.

1. Only activities that meet the specific eligibility requirements of the CDBG program, as set forth in the federal legislation enacting the CDBG program and associated regulations adopted by HUD, will be selected and implemented.
2. Funding will be allocated on a City fiscal year basis (July 1 through June 30).
3. Funding will be allocated as prioritized by the City Council in the City's then current approved five-year Consolidated Plan.

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4. Funding for CDBG Program Administration, as defined by HUD regulations (which may include planning, administration, and fair housing), will be taken from the City's overall annual CDBG program budget prior to funding being made available to address other Consolidated Plan goals.
5. A portion of the CDBG Program Administration funds may be allocated for the purpose of proactive outreach to previously non-participating ~~non-profit~~nonprofit organizations to attempt to get these organizations to apply for future CDBG funding.
6. The expenditure cap for the annual CDBG Public Service budget is defined by HUD regulations. After City Fiscal Year 2020, up to 25% of the annual CDBG Public Service budget, or \$1 million, whichever is less, shall be set aside for the City's homeless programs.
- ~~6.7.~~ The minimum allocation of CDBG funds made to a public service project, community economic development project or other ~~non-capital improvement~~ project type unrelated to construction or rehabilitation will be \$50,000.
- ~~7.8.~~ The minimum allocation of CDBG funds made to a ~~capital improvement~~ construction or rehabilitation project (either for example, a ~~for non-profit~~nonprofit facility improvements, ~~non-profit~~nonprofit housing rehabilitation projects, City Capital Improvement Project, or City neighborhood infrastructure projects) will be \$100,000, unless funding for a City-managed project neighborhood infrastructure project at a lesser amount is necessary to complete a project and the project will be completed and closed out within 24 months after the start of the City fiscal year for which the funds are allocated.
9. All CDBG funds allocated to a public service project, community economic development project or other project type unrelated to construction or rehabilitation shall be expended within 12 months after the start of the City fiscal year for which the funds are allocated, or such funds will be subject to reprogramming in accordance with the then current five-year Consolidated Plan.
10. All CDBG funds allocated to a construction or rehabilitation project (for example, a nonprofit facility improvement, nonprofit housing rehabilitation project, City Capital Improvement Project, or City neighborhood infrastructure project) shall be expended within 12-24 months after the start of the City fiscal year for which the funds are allocated, or such funds will be subject to reprogramming in accordance with the then current five-year Consolidated Plan. The term or timeline for the expenditure of funds will be defined in an agreement between the City and subrecipient, based upon the scope of the project.
11. Improvements to real property using CDBG funds shall benefit low/moderate income persons for a minimum of five (5) years from the date of project completion, or longer if required by HUD regulations. Real property restrictions or real property security for performance documents may be recorded on real property to secure the term of the

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low/moderate income benefit.

~~12.~~ Priorities of the City's Capital Improvements ~~Program~~ Projects and City neighborhood infrastructure projects will be determined irrespective of whether or not the City is to receive CDBG funds. CDBG funds, if received, are to be used to supplement the ~~City's Capital Improvements Program~~ General Fund budget and not serve as a substitute for other City funds.

~~13.~~ A Community Based Development Organization (CBDO) certification process will~~may~~ be conducted in an effort to fund eligible project activities, as defined in the applicable HUD regulations.

~~8.14.~~ No allocation of CDBG funds will be made to a project for which a CDBG application has not been received by the City. Certain CDBG funds are used to support activities carried out by nonprofit organizations, or other partner agencies, based on a competitive application process described in the Consolidated Plan. In order for an organization to be considered for an allocation of CDBG funds to support these types of activities, an application or response to a Request for Proposals (RFP) must be submitted to the City, in accordance with the requirements of the then current Notice of Funding Availability (NOFA).

~~9.1.~~ A Community Based Development Organization (CBDO) certification process will be conducted in an effort to fund eligible project activities, as defined in the applicable HUD regulations.

~~10.~~ All CDBG funds allocated to public service, community economic development or other non-capital improvement projects shall be expended within 12 months after the start of the City fiscal year for which the funds are allocated, or such funds will be subject to reprogramming in accordance with the then current 5-Year Consolidated Plan.

~~11.~~ All CDBG funds allocated to capital improvement projects (non-profit facility improvements or City neighborhood infrastructure projects) shall be expended within 24 months after the start of the City fiscal year for which the funds are allocated, or such funds will be subject to reprogramming in accordance with the then current 5-Year Consolidated Plan.

~~12.15.~~ A non-profit~~nonprofit~~ facility improvement project awarded CDBG funds must be completed before a subsequent ~~non-profit~~nonprofit facility improvement application may be submitted for the same location in a subsequent fiscal year. (It is the intent of the City Council that this policy will ensure completion of ~~non-profit~~nonprofit facility improvements at a given location before an application is submitted for an additional ~~non-profit~~nonprofit facility improvement project at the same location.)

~~13.~~ Improvements to real property using CDBG funds in the non-profit~~nonprofit~~ facility improvement and City neighborhood infrastructure categories shall benefit low/moderate income persons for a minimum of five (5) years from the date of project

COUNCIL POLICY

~~completion, or longer if required by HUD regulations. Real property restrictions or real property security for performance documents will be recorded on real property in the non-profit facility improvement category to secure the term of the low/moderate-income benefit.~~

~~14. The public services category of activities shall be open to all eligible applicants, including City programs. Up to \$1,318,078 of the annual public service funds shall be set aside for the City's homeless programs, subject to change by Council Resolution.~~

~~15.1. A Consolidated Plan Advisory Board (CPAB) will review all applications for CDBG funding and will provide recommendations to the Council regarding funding allocations to applicants and other activities related to the Consolidated Plan.~~

16. All CDBG applicants shall, as a condition to consideration of their CDBG program funding application, attend a mandatory technical assistance workshop hosted by City staff during the annual CDBG application period.

17. A Consolidated Plan Advisory Board (CPAB) will review all applications for CDBG funding and will provide recommendations to the Council regarding funding allocations to applicants and other activities related to the Consolidated Plan.

~~16.~~18. The CPAB shall annually review and approve a set of criteria to be used by the CPAB for scoring CDBG competitively-awarded funding applications, which may include, including, but is not limited to, an evaluation of past performance and regulatory compliance (if applicable), how the proposed project will address areas of the City identified to have the highest levels of need, eligibility of proposed expenditures and budget, and the amount or percentage of leveraged funding contributed to the proposed project. These criteria may also include an option to waive the scoring of applications if the aggregate dollar amount of funds requested by all applicants in a certain CDBG award category is less than the amount budgeted for that category.

~~17.~~19. This Council Policy will be reviewed during the adoption process of each five-~~year~~ Consolidated Plan.

HISTORY:

“Leasing of City-owned Property in Industrial Park”

Adopted by Resolution R-174133 - 01/10/1963

Repealed by Resolution R-208090 - 06/05/1973

“Community Development Block Grant Program (CDBG)”

Adopted by Resolution R-259072 - 08/15/1983

Amended by Resolution R-281638 - 03/22/1993

Amended by Resolution R-282395 - 07/26/1993

Amended by Resolution R-287559 - 06/25/1996

Amended by Resolution R-303367 - 02/11/2008

Amended by Resolution R-305413 - 11/24/2009

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Amended by Resolution R-307328 - 03/28/2012

Amended by Resolution R-307701 – 10/03/2012

Amended by Resolution R-309666 – 5/12/2015

Amended by Resolution R-310812 – 12/16/2016

DRAFT

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

DRAFT REVISIONS

SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
POLICY NO.: 700-02
EFFECTIVE DATE: TBD

BACKGROUND:

The federal Housing and Community Development Act of 1974 established the Community Development Block Grant (CDBG) Program. The enabling legislation has been reviewed and amended by Congress periodically since 1974. The purpose of the CDBG program is to provide an annual source of funds to local governments for the purpose of implementing activities to develop viable urban communities, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Federal administration of the CDBG program is the responsibility of the U.S. Department of Housing and Urban Development (HUD). The City of San Diego has participated in the CDBG program, as an entitlement jurisdiction, since the program's inception.

PURPOSE:

To establish the general guidelines by which the City will select and implement activities utilizing CDBG funds.

POLICY:

It is the policy of the City Council to allocate CDBG funds in accordance with the following standards.

1. Only activities that meet the specific eligibility requirements of the CDBG program, as set forth in the federal legislation enacting the CDBG program and associated regulations adopted by HUD, will be selected and implemented.
2. Funding will be allocated on a City fiscal year basis (July 1 through June 30).
3. Funding will be allocated as prioritized by the City Council in the City's then current approved five-year Consolidated Plan.

CITY OF SAN DIEGO, CALIFORNIA
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4. Funding for CDBG Program Administration, as defined by HUD regulations (which may include planning, administration, and fair housing), will be taken from the City's overall annual CDBG program budget prior to funding being made available to address other Consolidated Plan goals.
5. A portion of the CDBG Program Administration funds may be allocated for the purpose of proactive outreach to previously non-participating nonprofit organizations to attempt to get these organizations to apply for future CDBG funding.
6. The expenditure cap for the annual CDBG Public Service budget is defined by HUD regulations. After City Fiscal Year 2020, up to 25% of the annual CDBG Public Service budget, or \$1 million, whichever is less, shall be set aside for the City's homeless programs.
7. The minimum allocation of CDBG funds made to a public service project, community economic development project or other project type unrelated to construction or rehabilitation will be \$50,000.
8. The minimum allocation of CDBG funds made to a construction or rehabilitation project (for example, a nonprofit facility improvement, nonprofit housing rehabilitation project, City Capital Improvement Project, or City neighborhood infrastructure project) will be \$100,000, unless funding for a City-managed project at a lesser amount is necessary to complete a project and the project will be completed and closed out within 24 months after the start of the City fiscal year for which the funds are allocated.
9. All CDBG funds allocated to a public service project, community economic development project or other project type unrelated to construction or rehabilitation shall be expended within 12 months after the start of the City fiscal year for which the funds are allocated, or such funds will be subject to reprogramming in accordance with the then current five-year Consolidated Plan.
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11. Improvements to real property using CDBG funds shall benefit low/moderate income persons for a minimum of five (5) years from the date of project completion, or longer if required by HUD regulations. Real property restrictions or real property security for performance documents may be recorded on real property to secure the term of the low/moderate income benefit.

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12. Priorities of the City's Capital Improvements Projects and City neighborhood infrastructure projects will be determined irrespective of whether or not the City is to receive CDBG funds. CDBG funds, if received, are to be used to supplement the City's General Fund budget and not serve as a substitute for other City funds.
13. A Community Based Development Organization (CBDO) certification process may be conducted in an effort to fund eligible project activities, as defined in the applicable HUD regulations.
14. Certain CDBG funds are used to support activities carried out by nonprofit organizations, or other partner agencies, based on a competitive application process described in the Consolidated Plan. In order for an organization to be considered for an allocation of CDBG funds to support these types of activities, an application or response to a Request for Proposals (RFP) must be submitted to the City, in accordance with the requirements of the then current Notice of Funding Availability (NOFA).
15. A nonprofit facility improvement project awarded CDBG funds must be completed before a subsequent nonprofit facility improvement application may be submitted for the same location in a subsequent fiscal year. (It is the intent of the City Council that this policy will ensure completion of nonprofit facility improvements at a given location before an application is submitted for an additional nonprofit facility improvement project at the same location.)
16. All CDBG applicants shall, as a condition to consideration of their CDBG program funding application, attend a mandatory technical assistance workshop hosted by City staff during the annual CDBG application period.
17. A Consolidated Plan Advisory Board (CPAB) will review all applications for CDBG funding and will provide recommendations to the Council regarding funding allocations to applicants and other activities related to the Consolidated Plan.
18. The CPAB shall annually review and approve a set of criteria to be used by the CPAB for scoring CDBG competitively-awarded funding applications, which may include, but is not limited to, an evaluation of past performance and regulatory compliance (if applicable), how the proposed project will address areas of the City identified to have the highest levels of need, eligibility of proposed expenditures and budget, and the amount or percentage of leveraged funding contributed to the proposed project. These criteria may also include an option to waive the scoring of applications if the aggregate dollar amount of funds requested by all applicants in a certain CDBG award category is less than the amount budgeted for that category.
19. This Council Policy will be reviewed during the adoption process of each five-year Consolidated Plan.

HISTORY:

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Adopted by Resolution R-174133 - 01/10/1963

CP-700-02

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Amended by Resolution R-307701 – 10/03/2012

Amended by Resolution R-309666 – 5/12/2015

Amended by Resolution R-310812 – 12/16/2016

DRAFT

STANDARDIZED REPORT OF CITY BOARDS & COMMISSIONS



ADVISORY BOARD NAME: CONSOLIDATED PLAN ADVISORY BOARD

1. MISSION AND DUTIES OF THE ADVISORY BOARD

i What are the Mission and Duties of the Advisory Board, as established by the Municipal Code?

The Consolidated Plan Advisory Board (CPAB) mission is to serve in an advisory capacity to the Mayor, City Council, and City Manager on policy issues related to HUD's Consolidated Plan and the allocation of CDBG funds.

2. ACTIONS TAKEN BY THE ADVISORY BOARD

i Please write a brief summary of the actions taken by the Advisory Board that year.

For Fiscal Year 2019, the CPAB has taken the following actions: approving the FY 2020-2024 Consolidated Plan Goals ([link](#)), approval of the FY 2020 Scoring Criteria and Performance Indicator Report Cards ([link](#)), and approval of the FY 2020 Request for Proposal Scores and Rankings ([link](#)). The CPAB is scheduled to take action on the FY 2020 – 2024 Consolidated Plan, FY 2020 Annual Action and Revisions to CP 700-02 at their meeting on April 10, 2019.

3. ADVISORY BOARD MEETINGS

i What were the number of Advisory Board meetings and what were the issues discussed?

For Fiscal Year 2019, there were 10 meetings scheduled (monthly meetings with no meetings anticipated in December 2018 and June 2019). As of the writing of this report, 8 meetings have occurred (July 2018 through March 2019). Discussion topics are related to scoring the Request for Proposal applications from nonprofit organizations and other CDBG or HUD related funded projects and programs.

4. MEETING CANCELATIONS

i What were the number of meetings cancelled and what was the reasoning?

For Fiscal Year 2019, the December 2018 meeting was adjourned in November due to lack of discussion/action items. It is anticipated that the June 2019 meeting will also be adjourned.

5. AVAILABLE OPPORTUNITIES

i What are the number of vacant positions on the Advisory Board?

Currently, there is one vacancy on the CPAB representing Council District 6.

6. EXPIRED MEMBERSHIP

i What are the number of members serving on expired terms?

Currently, there are five CPAB members (of the eight seated CPAB members) serving on expired terms. The current Board members with expired terms are: Claudia Dunaway, Council District 8 (7/1/18), Eileen Gonzales, Council District 3 (7/1/18), Rich Thesing, Council District 7 (7/1/18), Sara Berns, Council District 2 (7/1/18), Peter Dennehy, Council District 9 (7/1/18).

7. CONCERNS OR SUGGESTIONS TO BRING TO THE COUNCIL

i Do you have any suggestions or concerns that you would like to bring to the Council's attention?

The CPAB's annual scoring of project proposals occurs in February of each year. To prepare new CPAB members to score proposals, it is helpful for new appointments to occur in the summer or fall, so that CPAB training can be provided prior to scoring.

8. ASSISTANCE TO THE BOARD

i Please provide an estimate of the City staff hours assisting in administering the Board.

On average, staff will usually spend at least 15 hours a month related to CPAB materials/information. However, during the annual Notice of Funding Availability (NOFA), Request for Proposals (RFP) period (January-March) and during the review of the Scoring Criteria (September-October), staff may spend 30-40 hours a week assisting the CPAB on issues related to these items.

9. VOLUNTEER HOURS

i Please provide an estimate of the volunteer hours by commissioners.

Most months, the CPAB members will spend 1-5 hours reviewing materials related to the meetings. The bulk of time spent for the members is in February, where they spend 80-120 hours reviewing and scoring CDBG applications.

ADVISORY BOARD ACTIVITIES

Please provide 4-5 pictures of the Advisory Board Activities

Please see attached Project Profiles for examples of the types of projects the CPAB has approved.

| PDF Files | Title of Activity | Date of Event |
|-----------|-------------------|---------------|
| | | |
| | | |
| | | |



Project Launch is a culinary job training program for residents experiencing significant barriers to employment move into jobs and self-sustainability.

PARTNERS IN PROSPERITY

2018

PUBLIC SERVICE PROJECTS

\$106,200

CDBG Funds
Awarded

\$271,580

Leveraged
Funds

\$13

Average Hourly
Wage

"Project Launch taught me so much more than cooking. It taught me how to manage money. It taught me how to interact with people in a professional and personal way. It taught me hope. And, most of all, it taught me self-respect"
- Becky, a Kitchens For Good graduate.

"Since the start of her employment at Guahan Grill, Becky was awarded a raise and a promotion. She opened a bank account for the first time in her life and saved enough money to buy a car. Becky is now actively involved in the Kitchens for Good Alumni Program."
- Sonia Diaz, Development Manager

81 CLIENTS SERVED

CULINARY ARTS APPRENTICESHIP CERTIFICATION

Funded in part by the City of San Diego's CDBG program



404 Euclid Ave
San Diego, CA 92114
Council District 4

<https://kitchensforgood.org/>





ACCESS
PATHWAYS TO CAREERS,
PATHWAYS TO SUCCESS

The Microenterprise Program assists entrepreneurs launch new businesses or expand an existing business.

PROMOTING SMALL BUSINESS

2018

COMMUNITY & ECONOMIC DEVELOPMENT PROGRAMS



Nelida Garcia, owner of Xula Cafe, is a role model for women and minorities in underrepresented communities. Nelida sought the help of the Microenterprise program with aims of starting a muffin and coffee business. She participated in the first small business academy and was one of 31 clients placed in a year-long mentoring program with MBA students at the University of San Diego. Nelida being the "mujer luchona" - a woman fighter - has achieved what many presume as an unattainable dream. Nelida established her business in January 2018 and continues to use our services to expand her knowledge in administering her business and networking to reach her next long term goal.- Kristie Buckley, Program Admin

20 CLIENTS SERVED

CULINARY ARTS EMPLOYMENT TRAINING



2612 Daniel Avenue
San Diego, CA 92111
Council District 7

www.access2jobs.org/microenterprise

Funded in part by the City of San Diego's CDBG Program





The Second Chance Youth Garden trains and educates San Diego youth in careers in agriculture.

\$99,528
CDBG Funds
Awarded

14-21

Ages Served

\$39,750
Leveraged
Funds

93 CLIENTS SERVED
HANDS-ON JOB READINESS PROGRAM

"Aneth joined the program because she wanted an opportunity to build employment skills and learn how to garden. She is also interested in starting a program for young kids in the future that would educate them about health eating and gardening given that "healthy food is expensive and it would be cheaper to grow your own." Aneth was excited to learn about new fruits and vegetables and open to tasting what we grow! In fact, she tried a passion fruit and curly kale for the first time at our City Heights Farm. After graduating from the program, Aneth hopes to find a summer job, graduate high school and pursue her dream of becoming a midwife."- Kristin Kvernland, Program Manager



6145 Imperial Ave
Council District 4
San Diego, CA 92114

<https://www.secondchanceprogram.org/>

The City of
SAN DIEGO