



THE CITY OF SAN DIEGO

# CONSOLIDATED PLAN ADVISORY BOARD MEETING NOTES

MONDAY, DECEMBER 13, 2010

CIVIC CENTER PLAZA  
1200 THIRD AVENUE, SUITE 1400  
SAN DIEGO, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Richard Bundy, Council District 8 Audie de Castro, Council District 4 Vicki Granowitz, Council District 3 Mathew Kostrinsky, Council District 7 Robert McNamara, Council District 6 George Murphy, Council District 2 Todd Philips, Mayor's Office	

CITY/AGENCY STAFF
William Anderson, Department Director, City Planning and Community Investment Steve Bal, CDBG Administrative Aide Kathi Houck, San Diego Housing Commission Thomas Kenaya, CDBG Accountant Bill Luksic, San Diego Housing Commission Liezl Mangonon, Council District 4 Beth Murray, Deputy Director, Economic Development Division Angela Nazareno, CDBG Administrator Shirley Reid, CDBG Management Analyst Mirta Schloss, San Diego Housing Commission Ken So, Deputy City Attorney, City Attorney's Office Joan Talbert, CDBG Accountant

## Call to Order/Introductions

- The Consolidated Plan Advisory Board (CPAB) meeting was called to order at 3:05 p.m.
- The members of the CPAB introduced themselves and noted their professional affiliations and the Council Districts that they represent. City and San Diego Housing Commission staff members also introduced themselves at the meeting.

## Public Comment

- There was no public comment.

## Information/Discussion Items

- There was discussion amongst members on the role the CPAB should have this year in the FY2012 CDBG application process. Several members commented that they wouldn't be comfortable making recommendations this year, since there is an exceptional amount of information to absorb and insufficient time to become involved this year. One member stated that the Board may act to refine the scoring criteria.
- **The consensus amongst members was not to take an active role this year on the FY2012 applications since there was a short timeframe, between the nomination process and the application process.**
- Ms. Angela Nazareno stated that all CDBG assisted activities must meet of the following three National Objectives: 1.) Benefit low- and moderate-income persons; 2.) Aid in the prevention or elimination of slums or blight; or 3.) Meet a need having a particular urgency (commonly referred to as "urgent need". She stated that San Diego uses only one objective, e.g. the first one, which is "benefit low- and moderate-income persons. San Diego is deemed ineligible for "slums or blight" and "urgent need" is for areas that suffered damage from natural disasters such as from a hurricane.
- CDBG staff reviews each application which includes the following criterion: 1.) Past performance audits; 2.) Agency has sufficient funds for 3 months; 3.) An active board of directors; 3.) Organization bylaws; and 4.) Have 501(c) 3 tax exempt status.
- Ms. Beth Murray remarked that last year, CDBG staff attempted to do rankings based upon Council's goals. She added that applicant agencies would receive funding when five or more Council Districts recommended them. Several agencies "on the bubble"

also received funding. The goals which are considered generic, tie in with the Consolidated Plan. When the goals become more defined, CDBG staff can issue Request for Proposals (RFPs) such as for Fair Housing.

- Ms. Nazareno stated that officials from the U.S. Department of Housing and Urban Development's (HUD) regional office in Los Angeles will be coming to San Diego in January 2011 to meet with the CPAB.
- If the Board wishes to decide on the goals, it will require that the meeting be publicly noticed, since it would be considered a substantial amendment to enhance the CDBG program. Also, the County of San Diego and the San Diego Housing would be invited, since they are managing agencies of the City's other HUD entitlement programs.
- Ms. Murray noted that it is very important to incorporate past performance as a rating criterion, since it will depoliticize the process for CDBG staff, adding that performers should get credit or no credit for the results they produce.
- Ms. Nazareno commented that another important criterion is the timely expenditure of funds.
- Ms. Murray stated that CDBG shouldn't be the sole source of funds that an agency is receiving. She added that there is a "3 month rule" that the City uses, which is that an applicant agency should have at least 3 months of funds in their bank account. The reason is that the reimbursement process can take up to 3 months for the entire reimbursement – payment process, which includes the recipient agency obtaining and submitting their invoices and receipts in a monthly reimbursement packet, the reimbursement review process and then the check payment process. There are exceptions on a case by case basis.
- Board members requested that CDBG staff provide them the criteria for the 3 month waiver. They also requested that staff provide a matrix of the 3 jurisdictions (Phoenix, Arizona; Orlando, Florida and New Hampshire) on one sheet which will enable them to see all of their elements at once.
- Officials from the San Diego Housing Commission (SDHC) were present to answer questions from the Board. The HOME Program is administered by them for the City of San Diego. It is prepared in conjunction with the Annual Action Plan, which includes

publicly noticed meetings. There are 4 or 5 general activities and the funding ranges from \$9 to \$10 million each year. They also use past performance as their criterion. They stated that the County is responsible for administering the emergency hotel vouchers as part of their continuum of care program. The maximum is 3 weeks.

- Ms. Nazareno stated that the Emergency Shelter Grant (ESG) Program has the same rules as CDBG. Board members asked about the criteria for the HOME Program and ESG Program. SDHC will provide information to the Board at the January 13, 2010 meeting.
- There was discussion of the SDHC having a workshop with the Board.
- There were about 137 CDBG applications that were submitted for FY2012.
- Ms. Liezl Mangonon of Councilmember Young's Office (District 4) introduced herself and made a few comments about the important role of the CPAB.

#### Action Item

- **The meeting notes from the meeting held on November 15, 2010 were voted upon and approved by a 5-0 vote, with 2 abstentions.**
- The meeting notes of November 29, 2010 will be voted upon at the January 13, 2011 meeting.
- Members requested that "Selection of a Vice-Chair" be placed as an item on the January 13, 2011 Meeting Agenda.
- The meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month from 3:00 p.m. to 4:30 p.m.
- Board members requested that staff create a contact list that could be disseminated to them.

#### Adjournment

- The meeting was adjourned at 4:40 p.m.