



THE CITY OF SAN DIEGO

## CONSOLIDATED PLAN ADVISORY BOARD

### MEETING AGENDA

for

**WEDNESDAY, MARCH 13, 2013**

**8:30 A.M. – 10:00 A.M.**

SAN DIEGO CIVIC CONCOURSE, NORTH TERRACE ROOMS 207–208

202 'C' STREET, SAN DIEGO, CA 92101

*(See attached map and directions.)*

**1. Call to Order**

**2. Approval of Meeting Notes**

- a. February 11–12, 2013

**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 Consolidated Plan Advisory Board. Speakers have three (3) minutes each. *Public comments pertaining to agenda items are taken during the discussion of said items.*

**6. Discussion and Action Item:**

- a. Survey of CDBG FY 2014 applicants regarding application process/form — *Brief staff report to be presented*
- b. Preliminary discussion regarding process, policies, and procedures for evaluating Fiscal Year 2015 CDBG Applications — *No action to be taken*
- c. Attendance policy for CPAB members per [Municipal Code §26.2107](#) — *Brief staff report to be presented*

**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 Division 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.

**7. Adjournment – 10:00 a.m.**

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

★ ★ ★ ★ ★

**Tentative Future Meeting Dates/Times**

*Note: Subject to change. Check CDBG website for latest information, locations, and special meetings.*

<http://www.sandiego.gov/cdbg/cpab/index.shtml>

- Wednesday, April 10, 2013, at 8:30 a.m.
- Wednesday, May 8, 2013, at 8:30 a.m.
- Wednesday, June 12, 2013, at 8:30 a.m.

# SAN DIEGO CONCOURSE

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

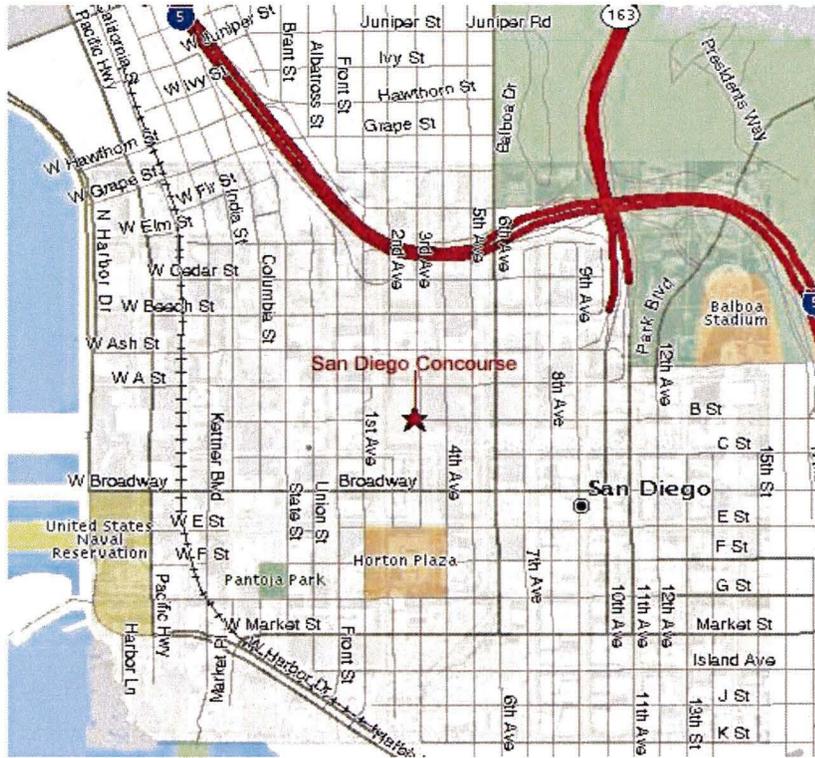
## South on Interstate 5

- 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.

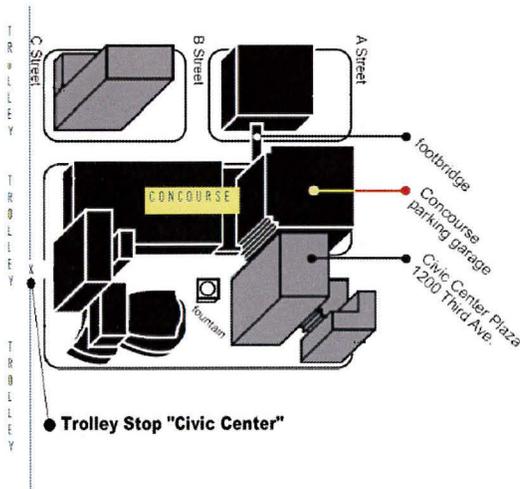
## West on 94 Freeway

- 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

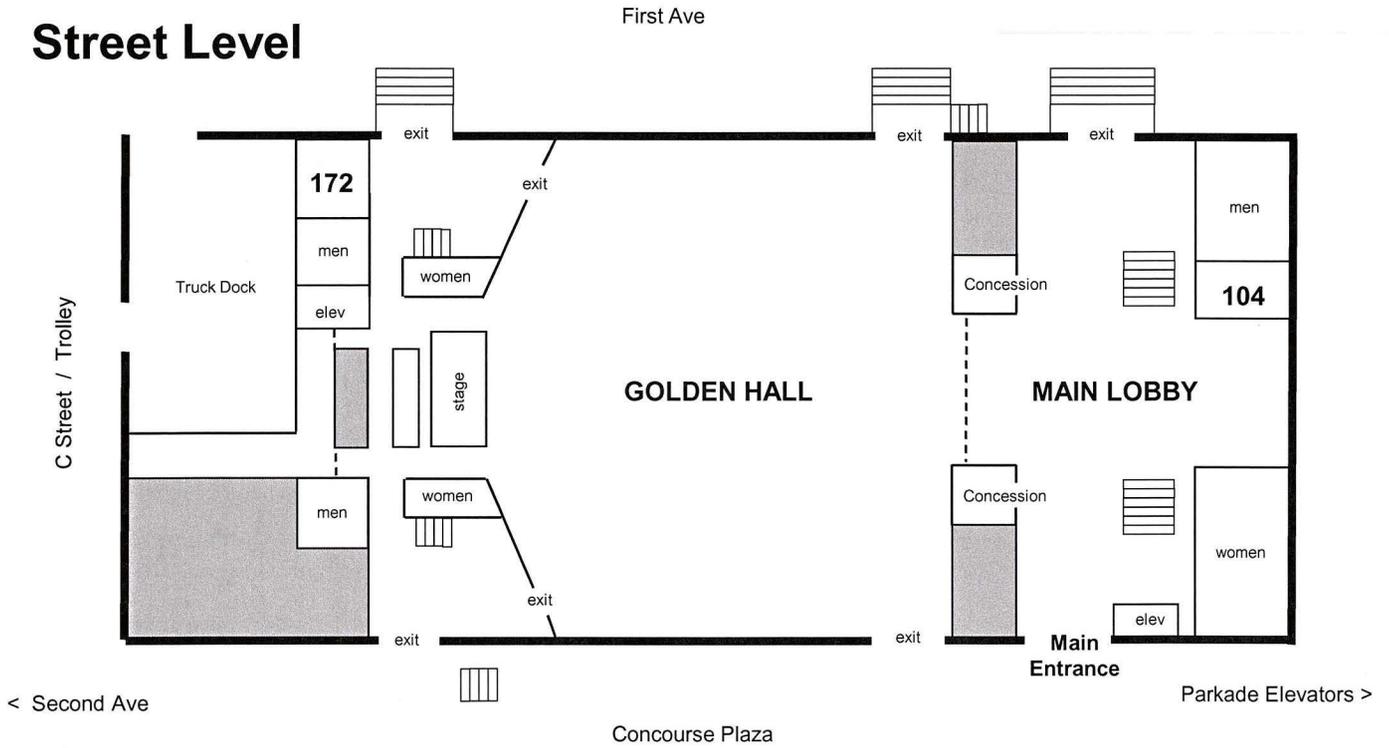
\*Trolley stop is "Civic Center", location on 2<sup>nd</sup> and C Street.



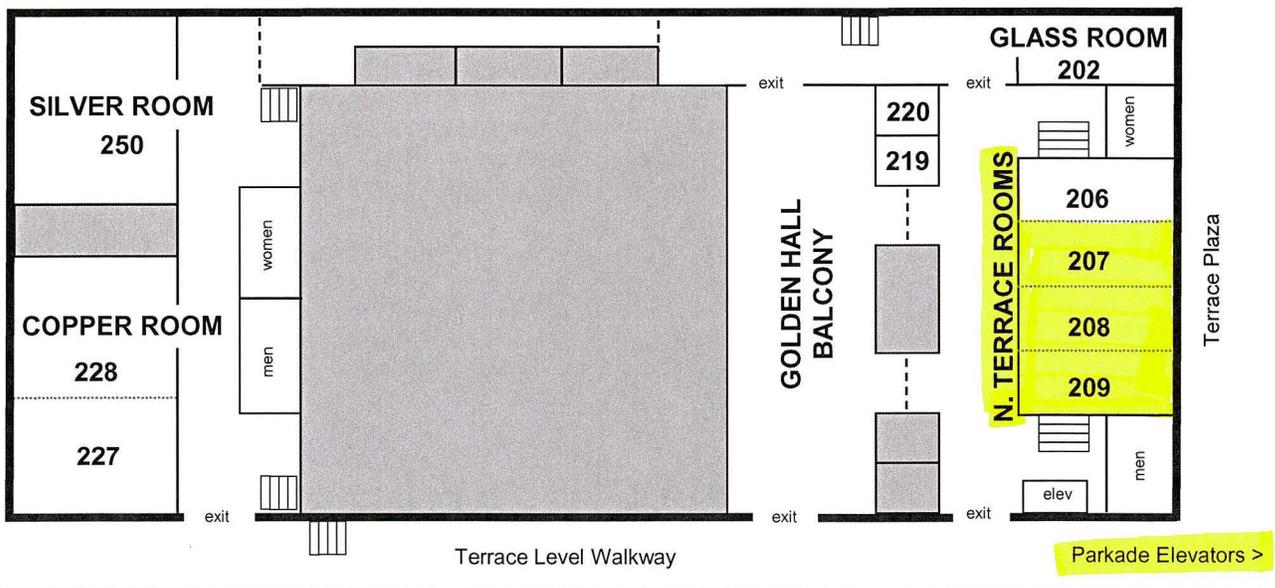
# SAN DIEGO CONCOURSE

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

## Street Level



## Second Level



**1. (Optional) What is the name of your agency that applied?**

		ResponseCount
		5
AnsweredQuestion		5
SkippedQuestion		14

**2. Has your agency ever applied for CDBG funding from the City of San Diego prior to the Fiscal Year 2014 cycle?**

		ResponsePercent	ResponseCount
Yes		100.0%	19
No		0.0%	0
AnsweredQuestion			19
SkippedQuestion			0

### 3. How would you rate the Fiscal Year 2014 Application Handbook?

		ResponsePercent	ResponseCount
Very Helpful		15.8%	3
<b>Helpful</b>		<b>52.6%</b>	<b>10</b>
Neutral		31.6%	6
Not Helpful		0.0%	0
Not Very Helpful		0.0%	0
<b>AnsweredQuestion</b>			<b>19</b>
<b>SkippedQuestion</b>			<b>0</b>

### 4. How would you rate the application workshop you attended?

		ResponsePercent	ResponseCount
Very Helpful		15.8%	3
<b>Helpful</b>		<b>36.8%</b>	<b>7</b>
Neutral		26.3%	5
Not Helpful		15.8%	3
Not Very Helpful		5.3%	1
<b>AnsweredQuestion</b>			<b>19</b>
<b>SkippedQuestion</b>			<b>0</b>

**5. If you attended a technical assistance meeting with CDBG staff, how would you rate your meeting?**

		ResponsePercent	ResponseCount
Very Helpful		5.3%	1
Helpful		26.3%	5
Neutral		0.0%	0
Not Helpful		5.3%	1
Not Very Helpful		0.0%	0
<b>Not Applicable – Did Not Attend</b>		<b>63.2%</b>	<b>12</b>
		<b>AnsweredQuestion</b>	<b>19</b>
		<b>SkippedQuestion</b>	<b>0</b>

**6. Relative to the application form used in previous years, how would you rate the Fiscal Year 2014 application in terms of ease or difficulty of use and understandability?**

		ResponsePercent	ResponseCount
Much Better		21.1%	4
<b>Better</b>		<b>42.1%</b>	<b>8</b>
Same		21.1%	4
Worse		5.3%	1
Much Worse		5.3%	1
Not Applicable – Did Not Apply Previously		5.3%	1
		<b>AnsweredQuestion</b>	<b>19</b>
		<b>SkippedQuestion</b>	<b>0</b>

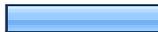
**7. How would you rate staff's performance in responding to any inquiries you may have had throughout the application process?**

		ResponsePercent	ResponseCount
Very Helpful		47.4%	9
Helpful		26.3%	5
Neutral		15.8%	3
Not Helpful		10.5%	2
Not Very Helpful		0.0%	0
		<b>AnsweredQuestion</b>	<b>19</b>
		<b>SkippedQuestion</b>	<b>0</b>

**8. How would you rate the availability and dissemination of information needed to understand and complete your application?**

		ResponsePercent	ResponseCount
Very Good		26.3%	5
Good		26.3%	5
Neutral		21.1%	4
Bad		21.1%	4
Very Bad		5.3%	1
		<b>AnsweredQuestion</b>	<b>19</b>
		<b>SkippedQuestion</b>	<b>0</b>

### 9. How would you rate the application review forms received from staff?

		ResponsePercent	ResponseCount
Very clear		21.1%	4
Clear		15.8%	3
<b>Neutral</b>		<b>26.3%</b>	<b>5</b>
Not Clear		10.5%	2
<b>Confusing</b>		<b>26.3%</b>	<b>5</b>
		<b>AnsweredQuestion</b>	<b>19</b>
		<b>SkippedQuestion</b>	<b>0</b>

### 10. What are your suggestions for improving the application form for Fiscal Year 2015?

	ResponseCount
	11
<b>AnsweredQuestion</b>	<b>11</b>
<b>SkippedQuestion</b>	<b>8</b>

**11. What are your suggestions for improving the application process for Fiscal Year 2015?**

**ResponseCount**

9

**AnsweredQuestion**

**9**

**SkippedQuestion**

**10**

**12. Please share any other comments you may have.**

**ResponseCount**

9

**AnsweredQuestion**

**9**

**SkippedQuestion**

**10**

**Q1. (Optional) What is the name of your agency that applied?**

1	San Dieog Youth Services	Jan 28, 2013 1:01 PM
2	San Diego Second Chance Program	Jan 25, 2013 10:03 AM
3	YWCA of San Diego County	Jan 25, 2013 9:36 AM
4	Accion San Diego	Jan 25, 2013 8:05 AM
5	Fourth District Seniors Resource Center	Jan 25, 2013 12:29 AM



#### Q10. What are your suggestions for improving the application form for Fiscal Year 2015?

1	We found the forms very user friendly this year. One suggestion might be clearer instructions for agencies that are submitting multiple requests (e.g., 1 set of financial documents and certifications only) and more consistency between information shared at the bidders conference and the instructions provided in the handbook (e.g., program outcomes).	Jan 29, 2013 6:23 PM
2	less forms	Jan 28, 2013 1:01 PM
3	For CIP projects, more time is required when requesting contractor budget numbers. It is not easy getting contractor information for the budget. Any adjustments through the application review that require budget adjustments is difficult to execute when the time period is over the holidays.	Jan 25, 2013 1:20 PM
4	The Funding Request section of the Application for Funding was confusing. It was not clear, on the form or in the instructions as to how to correctly complete this section.	Jan 25, 2013 11:44 AM
5	The timing of the process was very poor. The process and the training was late in scheduling and the deadline for first submission was only 3 weeks when it was supposed to be 4 weeks. Then when subsequent rounds came organizations were given 1 week to respond and it was over the holidays and no one was working and limited access to assistance from CDBG because of holiday vacations/hours. etc.	Jan 25, 2013 11:09 AM
6	Please simplify the application. Lots of questions are still repetitive and do not make sense.	Jan 25, 2013 10:43 AM
7	I have been a grant writer for quite some time and I appreciate the effort that went into revising this year's application. It was much easier to work with. I would like to be able to copy and paste information into the form, which I was not able to do. Appendix E: We receive CDBG funding from 7-8 cities in SD County every year. I suggest that there be a limit to either the number of projects to report on. I found the application review form for the program a little confusing. A short set of instructions would have been helpful. For example, I did not know what the term "call out" meant and needed an explanation from staff to realize that we would not be submitting revisions to our original proposal, only the Addendum sheet and other requested documents. Thank you again for an application form that is so much easier to work with.	Jan 25, 2013 10:27 AM
8	Disseminate corrections to application forms as quickly as possible following any changes made. I had completed some forms entirely prior to finding out there were corrected versions available.	Jan 25, 2013 8:18 AM
9	Ensure the fields populate correctly if any of them are tied.	Jan 25, 2013 8:05 AM
10	Using words and phrases in layman terms. Present forms are too wordy and vague.	Jan 25, 2013 12:29 AM
11	difficult to fully see all formatting due to the form. e.g., some content was highlighted and I could not tell until printed. It would be WONDERFUL to see a list of the most common mistakes, or at least the questions that most commonly had	Jan 24, 2013 7:21 PM

**Q10. What are your suggestions for improving the application form for Fiscal Year 2015?**

errors. I know that many orgs had to go through review, so it seems that if any patterns arose from that, we could pay strict attention to those areas, know to ask questions about them, etc.

**Q11. What are your suggestions for improving the application process for Fiscal Year 2015?**

1	The application process itself was very transparent. CDBG staff were accessible and quick to respond to questions and deadlines were clear.	Jan 29, 2013 6:23 PM
2	not require PDF and office doc	Jan 28, 2013 1:01 PM
3	Move the review time to before or after the holidays.	Jan 25, 2013 1:20 PM
4	The secondary review process notices should not be sent out between the Christmas and New Year's Day holidays.	Jan 25, 2013 11:44 AM
5	Work on timing and make sure you set due dates for the correct amount of time. Training sessions need to be completely revamped. Packages were handed out and then the trainers comment were all well we are not going to go through everything in the packet just read through it and it should be self explanatory (which it was not). Why make the training mandatory when you are not really going to train plus when questions were asked on different sections most trainers could not answer the questions. Walked away feeling it was a waste of a day.	Jan 25, 2013 11:09 AM
6	If the application is more understandable, the reviews could be eliminated. This year's response from the review committee was confusing and unclear and asked for documents which were already submitted.	Jan 25, 2013 10:43 AM
7	Try to avoid scheduling the revision process directly over the holiday season.	Jan 25, 2013 8:18 AM
8	None.	Jan 25, 2013 8:05 AM
9	More CDBG Staff training in disseminating information accurately and effectively.	Jan 25, 2013 12:29 AM

**Q12. Please share any other comments you may have.**

1	Having the secondary review is very much appreciated!	Jan 29, 2013 6:23 PM
2	I don't understand why we did not receive feedback until the Holidays and made it difficult to respond.	Jan 25, 2013 1:18 PM
3	Specific comments are posted above. Must say after applications were submitted CDBG support staff were good in getting back to organizations and providing help and feedback.	Jan 25, 2013 11:09 AM
4	It is very difficult to communicate with the CDBG staff and the whole application process is very confusing and not clear.	Jan 25, 2013 10:43 AM
5	I am very appreciative the dedicated and responsive staff who shepherd this application process. They are very helpful, respond quickly to questions, and help make a complicated application process run more smoothly at the consumer end. They are really to be commended for an outstanding job.	Jan 25, 2013 10:27 AM
6	Eliana was extremely helpful and understanding. Please give her extra praise.	Jan 25, 2013 8:18 AM
7	Thank you for requesting feedback! We really appreciate the opportunity and thank the committee and staff for their hard work on this.	Jan 25, 2013 8:05 AM
8	Mandatory Workshop Presenters and Office Staff (excluding LaTisha Thomas) appeared disengaged and unconcerned about this Agency's concerns.	Jan 25, 2013 12:29 AM
9	Staff was INCREDIBLY helpful throughout the entire process. I can't give enough praise. Eliana (and others) were so responsive and clear and accessible and helpful--it was critical to receive this support and she did an amazing job at it.	Jan 24, 2013 7:21 PM