

CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MINUTES

WEDNESDAY MAY 11, 2016

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"> • Vicki Granowitz, Council District 3 representative • Ken Malbrough, Council District 4 representative • Richard Thesing, Council District 7 representative • Joyce Abrams, Council District 1 representative 	<ul style="list-style-type: none"> • Valerie Brown, Council District 5 representative • Aaron Friberg, Council District 8 representative

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> • Lydia Moreno, Deputy Director, Economic Development • Michele Marano, Community Development Coordinator • Leo Alarcon, Community Development Project Manager 	<p>11 people signed the attendance sheet</p>

Call to Order

Ms. Vicki Granowitz called the meeting to order at 9:05 a.m. with four board members present. Quorum was not achieved and no actions were taken during the meeting.

Approval of Minutes

April minutes were not approved because of the lack of quorum.

Board Announcements

- Ms. Granowitz announced that Joyce Abrams has termed out of her role on the CPAB. Ms. Granowitz thanked Ms. Abrams for her contributions to the Board.
- Mr. Ken Malbrough stated that in previous CPAB meetings, the Board had an interest in visiting agencies that were awarded funding. Mr. Malbrough recently visited Reality Changers and was impressed on how well the young adults were prepared to further their education.

- Mr. Rich Thesing stated that in discussions with different City Council members, they were pleased to see that Workshops for Warriors were awarded funding because of the services they provide to Veterans.

Staff Announcements

- Ms. Michele Marano announced that there are currently four seats vacant on the CPAB. Ms. Marano stated that the Mayor's Office is working on having new nominations soon.
- Mr. Leo Alarcon announced Cindy Bagos as the newest staff member to the Economic Development Department. Ms. Bagos was previously with the Real Estate Assets Department and will be assisting the three Program Managers in the Economic Development Department.

Non-Agenda and Agenda Public Comment

- Ms. Kathryn Rhodes, representing Monica Ball, questioned the Program Income repayment from the Office of the Inspector General and if there was a repayment agreement. Ms. Marano stated that the [Substantial Amendment to the Fiscal Year 2015-2019 Consolidated Plan](#) approved by City Council addresses the repayment but can discuss further questions with Ms. Ball or Ms. Rhodes.
- Ms. Rhodes commented on the Application Process agenda item and stated that the Neil Good Day Center was originally built to provide services to the homeless. Ms. Rhodes would also like to know if Nonprofit Capital Improvement Projects (NCIP) have a completion date. Ms. Granowitz clarified that NCIP contracts have 18 months to be completed.
- Ms. Rhodes also recommended that the HUD 108 loan program should be directed towards affordable housing.

Agenda Item(s)

Item 6.a.: Discussion Item:

Fiscal year 2017 Application Process Review

Ms. Marano gave a brief presentation on the FY 2017 CDBG Application Process. *Please see attached presentation for more information.*

Item 7.a.: Action Item(s):

Creation of Ad-Hoc Committee for Council Policy 700-02 Possible Revisions

Ms. Marano gave an overview on the reasons staff would like to revisit [Council Policy 700-02](#). Ms. Granowitz indicated that the creation of Ad Hoc committee does not need to be an action item and the members could be recommended. Ms. Granowitz and Mr. Malbrough volunteered to join this Ad Hoc committee.

Item 7.b.: Action Item:

Creation of Ad-Hoc Committee for Non-profit Accelerator Program Development Discussion

Ms. Marano mentioned the Nonprofit Accelerator program as it was included as a goal in the Substantial Amendment. Ms. Granowitz, Mr. Thesing and Ms. Brown volunteered to join this Ad Hoc committee. *(Please note, although Ms. Brown was not present, she has indicated in previous meetings her aspiration to be involved with the Nonprofit Accelerator program.)*

Item 7.c.: Action Item:

Proposal to Adjourn the June 2016 CPAB meeting

Ms. Granowitz indicated that cancelling a CPAB meeting does not need to be an action item and the June meeting was cancelled.

Adjournment

- Meeting adjourned at 9:55 a.m.

Economic Development Department

Applicant & CPAB FY 2017 Community Development Block Grant (CDBG) Application Process Review



Economic Development

FY 2017 RFQ/RFP Process - Summary

- **RFQ:** Oct 26 to Nov 19, 2015
- **RFP:** Jan 4 – Jan 25, 2016
 - 4 workshops
 - 17 technical assistance meetings
 - 63 questions via CDBG mailbox
 - 2 FAQs released/posted online
- **CPAB:** Feb 5 – Feb 29, 2015
- **Statistics**
 - 57 RFQ submittals deemed "Qualified"
 - 50 agencies submitted an RFP / 59 total project proposals
 - 3 proposed projects deemed "ineligible"
 - 56 applications to CPAB for scoring

 Economic Development

FY 2017 RFP - Outcomes

- **Public Services:**
4 Projects / \$525,000
- **Challenge Grant:**
5 Projects / \$548,507
- **Community/Economic Development:**
6 Projects / \$1,221,370
- **Nonprofit Capital Improvement Projects & Housing Rehabilitation:**
7 Projects / \$2,243,609


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 Economic Development

NEW in FY 2017

- Online Grants Portal
- Challenge Grant Category
- Summary of Past Performance (FY 2014 and FY 2015) considered for Section 2 – Organizational Capacity
- Section 3. Budget and Section 5. Project Specifics – include Community Development Division scores
- Geographic Targeting
- Multiple RFP workshops offered - all categories combined

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Performance Indicators

Category	Criteria	Reviewer Score	Maximum Score
6. Performance Indicators	<p>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 programs*. <i>These are subtractive points from maximum 100 point score, designed by documented 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 2013 forward for use in FY 18</p>		-3

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Staff Score – Budget Section

Category	Criteria	Reviewer Score	Maximum Score
2. Organizational Capacity	a. Applicant clearly describes their experience in successfully implementing projects of similar scope and of comparable complexity.		5
	b. 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
	c. Describe efforts to collaborate with other service agencies including organizations that provide similar services and resources.		5
	Comments:	Total:	Points Possible
			15
3. Budget	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.		5
	b. Budget for project clearly identifies all sources of funding for the total project costs.		5
	c. Budget clearly details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.		5
	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: <div><div>0%-5% (0 points)</div><div>41%-60% (3 points)</div><div>6%-20% (1 points)</div><div>61%-80% (4 points)</div><div>21%-40% (2 points)</div><div>81%-100% (5 points)</div></div>	(HPA confirmed: % & points)	5
	Comments:	Total:	Points Possible
			20

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All

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Staff Score – Project Specifics Section


Category	Criteria	Reviewer Score	Maximum Score
5. Project Specifics	a. Applicant clearly describes Contract Execution Readiness: Extent to which a project is ready to proceed by detailing that: i. Total amount of CDBG funds requested is justified by accurate cost estimations; -If the facility has received CDBG funds for improvements/expansions in the past, applicant must explain the outcome and justification for the request of additional CDBG funds.		6
	ii. The level of Environmental Review (City, State and Federal) needed has been identified and planned for, as demonstrated by HUD Programs staff verification; and (HPA confirmed score: ...)		2
	iii. Clearly describe all applicable permits have been identified, planned for, and/or secured. If permits not needed, applicant clearly describes basis of that determination.		2
	b. Project Scope & Schedule i. The CDBG eligible Scope of Work and Budget demonstrates compliance with meeting National Objectives and other HUD requirements, as demonstrated by HUD Programs staff verification; (HPA confirmed score: ...)		2
	ii. Applicant has clearly described how the project will be completed and funds expended within the required 18-month timeline (12) specifying key milestones: 1) Project will be released for bid 2) Construction contract awarded 3) Anticipated Construction Timeline 4) 100% expenditure level 5) Project completion, beneficiaries reported (National Objective met), and close out report approved by HUD Programs staff		10
	Comments:		
	Total:	Points Possible	
	22		

NCIP only

All

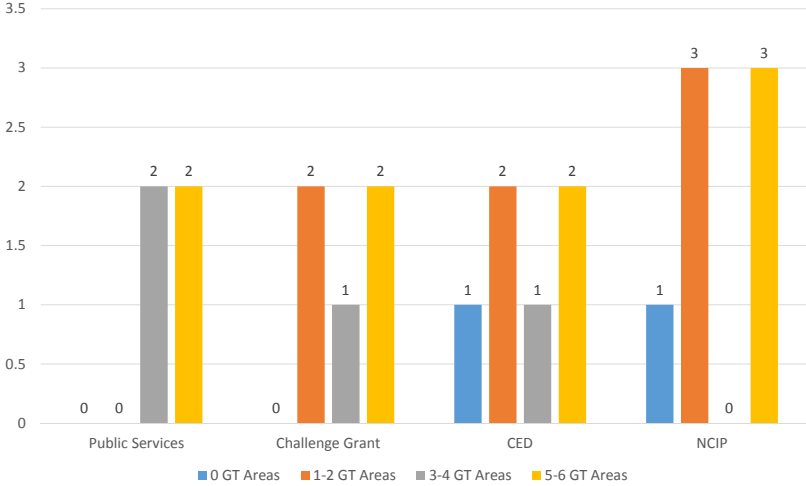
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Geographic Targeting - Summary


Successful FY 2017 RFP Applications



Category	0 GT Areas	1-2 GT Areas	3-4 GT Areas	5-6 GT Areas
Public Services	0	0	2	2
Challenge Grant	0	2	1	2
CED	1	2	1	2
NCIP	1	3	0	3

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Staff Comments/Suggestions

- Revise RFQ letter to identify maximum funding amount that can be requested is limited by the anticipated CDBG budget for that category
- Confirm projects cannot be partially funded
- Ensure there is ample time between the release of the final FAQ and submittal deadline
- Provide examples of the definition of “collaboration” between agencies
- Define an “incomplete” application and thresholds that must be met in order to be scored by CPAB (i.e. missing attachments will not be scored)
- Further define online submittal and withdrawal procedures
- Contract execution workshops – hold one-on-one meetings for newly funded agencies only


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FY 2017 CDBG Applicant Agencies Survey Results (to-date)

Question regarding:	Strongly Agree or Agree
RFQ/RFP process	100%
RFP supplemental documents	100%
Mandatory RFP Workshops	83%
Technical Assistance meetings*	100%
Online Grants Portal	100%
Timeliness of RFP documents	100%
Scoring Criteria	81%

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Comments - CDBG Application Process

- Online Grants Portal
 - Copy and paste would often add extra spaces
 - Microsoft Word version of application with character counts
 - More formulas in the Budget worksheets
- Mandatory Meetings
 - Optional for returning applicants
- Review and Scoring
 - Fund a variety of service agencies instead of just a few
 - Process should be transparent, consistent and fair
 - Leveraging question is tough – restrictions on funds

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FY 2017 CDBG CPAB Survey Results *(to-date)*

Question regarding:	Strongly Agree or Agree
Request for Qualification process*	100%
Review binder contained the information I needed	100%
Review handbook helped me understand the roles and responsibilities	100%
Ad Hoc discussions assisted my review	100%
Scoring Criteria	100%
Information and tools I needed	100%
Sufficient time to review and score	100%

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CPAB Survey Results: Improvements

- Breakdown larger point-award sections into more defined pieces worth fewer points
- Review extremely low scoring submittals to determine if there are additional factors to be considered to reject poorly written, incomplete or mistake-riddled RFPs
- Increase Geo Targeting point value



CPAB Survey Results: Scoring Criteria

- Scoring Rubric, better defining what a point award would mean
- Review how the point system worked for budgeting
- Review “new” and “existing” program evaluations

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Thank you.

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FY 2017 Ad Hoc Committees

Consolidated Plan Advisory Board
May 11, 2016

The City of

SAN DIEGO

SD

Ad Hoc Committees - Formation

Ad Hoc Committees may be formed - if deemed necessary by CPAB

No majority of members

Currently six (6) CPAB members

Option 1

Ad Hoc - 1
(3 members)

Ad Hoc - 2
(3 members)


Option 2

Ad Hoc - 1
(2 members)

Ad Hoc - 2
(2 members)

Ad Hoc - 3
(2 members)


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Ad Hoc Committee – Council Policy 700-02

- Tentative Schedule

Ad Hoc Meetings	June – August 2016
Proposed Policy	September 2016
CPAB Recommendation	October 2016
- Tentative Discussion Points
 - Project completion timeframes
 - Diversification of agencies
 - CIPRAC process memorialization
 - Minimum and Maximum allocations



Economic Development

Ad Hoc Committee – Nonprofit Accelerator

- Tentative Schedule

Ad Hoc Meetings	June – July 2016
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- Tentative Discussion Points
 - Outreach to targeted audience
 - Design and content of program
 - Desired program outcomes

