

## CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MINUTES

WEDNESDAY, AUGUST 10, 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"> <li>• Joe LaCava, Council District 1 representative</li> <li>• Sara Berns, Council District 2 representative</li> <li>• Vicki Granowitz, Council District 3 representative</li> <li>• Ken Malbrough, Council District 4 representative</li> <li>• Valerie Brown, Council District 5 representative</li> <li>• Gary Wong, Council District 6 representative</li> <li>• Richard Thesing, Council District 7 representative</li> </ul>	<ul style="list-style-type: none"> <li>• Isela Ramos, Council District 9 representative</li> </ul>

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> <li>• Erik Caldwell, Director, Economic Development</li> <li>• Stephen Maduli-Williams, Program Manager, Community Development Division</li> <li>• Michele Marano, Community Development Coordinator</li> <li>• Alicia Martinez-Higgs, Community Development Project Manager</li> <li>• Ulysses Panganiban, Community Development Specialist IV</li> <li>• Leo Alarcon, Community Development Project Manager</li> </ul>	<p>10 people signed the attendance sheet</p>

### Call to Order

Ms. Vicki Granowitz called the meeting to order at 9:00 a.m. with seven board members present. Quorum was achieved at the same time.

### Approval of Minutes

May 2016 meeting notes were provided for reference only (there were no minutes to approve because of the lack of quorum at the last meeting and there were no meetings in June or July 2016.)

## Board Announcements

- Ms. Granowitz introduced Council President Sheri Lightner to present an acknowledgement to outgoing CPAB member Joyce Abrams for her dedication and contributions to the City of San Diego. Mr. Erik Caldwell also presented Ms. Abrams with a certificate of appreciation for her service on the CPAB. Ms. Abrams thanked the Board and appreciated the opportunity to serve on the Board.
- Mr. Caldwell also presented Mr. Aaron Friberg with a certificate of appreciation on for his service on the CPAB. Mr. Friberg thanked the staff and the other Board members for their dedication to serving the community.
- Ms. Granowitz asked the new Board members to introduce themselves with a brief bio:
  - Mr. Gary Wong is a retired officer for Union Bank specializing in mortgage lending. Mr. Wong also sat on the Union Bank Foundation.
  - Mr. Joe LaCava is a registered civil engineer and has a consulting firm. Mr. LaCava is also very active on other boards and groups throughout the City.
  - Ms. Sara Berns is the Executive Director at the Pacific Beach Business Improvement District (BID).

## Staff Announcements

- Mr. Caldwell introduced the Community Development Division's new Program Manager, Stephen Maduli-Williams. Mr. Maduli-Williams discussed his background and is excited for the opportunities to implement a variety of new programs in the future.
- Ms. Marano also introduced two new staff members to the Community Development Division. Ulysses Panganiban was introduced as the new Community Development Specialist IV. Mr. Panganiban most recently served in the City's Performance & Analytics Department but was previously in the Economic Development Department. Alicia Martinez-Higgs was also introduced. She most recently worked in the Business, Expansion, Attraction, & Retention Division of the Economic Development Department and will be working closely with the City Neighborhood Infrastructure Projects.
- Mr. Leo Alarcon stated that the new CPAB members will be contacted from the Ethics Commission to complete the Ethics Training online through the City's Success Factors website.

## Non-Agenda and Agenda Public Comment

- Ms. Kathryn Rhodes, stated that the Redevelopment repayment funds from the Successor Agency should be committed to community projects.
- Ms. Rhodes asked how people can complete the survey for the Nonprofit Academy. Ms. Marano responded that the email was sent out to the distribution list from

[cdbg@sandiego.gov](mailto:cdbg@sandiego.gov) in July 2016. After completing the survey, people representing nonprofit agencies could submit their RSVP to the Nonprofit Academy.

- Ms. Rhodes asked about the specific language in Council Policy 700-02 pertaining to the minimum and maximum funding request.

#### Agenda Item(s)

##### Item 6.a.: Discussion Item:

##### ***Update on Nonprofit Accelerator program***

Ms. Marano gave a brief update on the Nonprofit Accelerator program. *Please see attached presentation for more information.*

##### Item 6.b.: Discussion Item(s):

##### ***Update on Council Policy 700-02***

Ms. Marano gave a brief update on the potential Council Policy 700-02 revisions. *Please see attached presentation for more information.*

- Mr. Rich Thesing volunteered to join the Ad Hoc committee.

##### Item 6.c.: Discussion Item:

##### ***Creation of Fiscal Year (FY) 2018 CDBG Scoring Criteria Ad-Hoc Committee***

Ms. Marano gave a brief update on potential updates to the Scoring Criteria for FY 2018 CDBG applications. *Please see attached presentation for more information.*

- Two Ad Hocs were established with three members each: Ms. Brown, Ms. Berns, and Mr. Malbrough will form one Ad Hoc, and Mr. Thesing, Mr. LaCava, and Ms. Granowitz will form the other.

#### Adjournment

- Meeting adjourned at 10:05 a.m.

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# Nonprofit Accelerator Update

Consolidated Plan Advisory Board  
August 10, 2016



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## Nonprofit Accelerator

- Expand capacity of new and small nonprofits
- Effectively apply for and utilize City resources and attract private funding
- Diversify nonprofits to broaden reach of public funds
- Phased approach

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## Survey of Nonprofits

- Released July 15<sup>th</sup>
- Responses Requested by July 29<sup>th</sup>
- Wide distribution
- Participation in survey – invitation to the Nonprofit Academy
- Responses to-date = 300+

<sup>3</sup>  
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## Pilot 2-Day Nonprofit Academy


Partnership with University of San Diego and the City's Commission for Arts and Culture

Registrants = 150+

Agencies represented = 100+

- Program Design and Development
- Evaluation and Measuring Success
- Three Indicators of Fiscal Competence
- Governance and Leadership
- Partnership with the City

<sup>4</sup>  
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### Tentative Schedule

CPAB Ad Hoc meeting	July 18, 2016
Pilot Academy	August 9-10, 2016
USD to present initial findings	August 2016
CPAB Presentation	September – October 2016
Other milestones TBD based upon needs assessment and pilot academy feedback	

5

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**Council Policy 700-02 Revisions  
Update**

Consolidated Plan Advisory Board  
August 10, 2016

The City of


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**Council Policy 700-02**

- Funding priorities based upon the 5-year Con Plan
- Certain allocations “off the top”
- Minimum allocations
- No phased projects
- 18 month time frame for CIPs
- Homeless programs set-aside

<sup>2</sup>  
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### Purpose of Revisions

- Establish updated guidelines
- Specifically related to CDBG selection and implementation activities
- In place for FY 2018 allocations

3

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### Process Overview

- Synthesize feedback from stakeholders
- Research standard and best practices
- Perform Analytics
  - IDIS reports
  - Average awards, completion timelines
  - Consider measurable outcomes

4

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### Proposed Council Policy 700-02 Revisions

- Extend completion timelines for CIP/Neighborhood Infrastructure projects
- Document “City Project” selection process
- Consider minimum and maximum allocations
- Consider deed restrictions for real property improvements
- Review “Homeless Set-Aside”
- Consider subrecipient diversification and changes to CHDO requirements
- Incorporate performance indicators

5

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### Tentative Timeline

CPAB Ad Hoc Meeting	July 25, 2016
Research and Stakeholder Outreach	August 2016
CPAB Ad Hoc Meeting	August or September 2016
CPAB Presentation	September 14, 2016
CPAB Recommendation	October 12, 2016
PS&LN Committee	October 26, 2016 <i>(tentative)</i>
City Council	December 5/6, 2016 <i>(tentative)</i>

6

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# FY 2018 Scoring Criteria and Ad Hoc Committee

Consolidated Plan Advisory Board  
August 10, 2016

The City of


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## Existing Scoring Criteria

- Separate but similar:
  - Public Service
  - Challenge Grant
  - Community Economic Development
  - Nonprofit CIP and Housing Rehab
- Points for leveraged funds
- Performance indicators

<sup>2</sup>  
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### Leveraged Funding 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>▪ 6%-20% (1 points)</div><div>▪ 21%-40% (2 points)</div><div>▪ 41%-60% (3 points)</div><div>▪ 61%-80% (4 points)</div><div>▪ 81%-100% (5 points)</div></div>	(HPA confirmed: % & points)	5
	Comments:	Total:	Points Possible
			20

3

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### Geographic Targeting Section

Category	Criteria	Maximum Score
4. Project Benefits	<b>Public Services</b> <i>(Applicant should answer a. and b.)</i>	
	a. Applicant clearly describes how the project will provide services to high need populations and provides the references used for this determination. Public Service projects must be considered a Low and Moderate Income Limited Clientele Activity (LMC) by serving one of the following populations: <div><div>i. Presumed low income clientele as defined by HUD*;</div><div>ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income.</div></div>	12
	b. Geographic Targeting: Describe efforts and strategies to target within one or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights.*	1
	*Please see the Applicant Handbook for further definitions.	
	Comments:	Points Possible
		13

4

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Performance Indicators Section

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"><li>• Minor deficiencies (-1)</li><li>• Moderate deficiencies (-2)</li><li>• Significant deficiencies (-3)</li></ul> <p>Performance Indicator data collected from FY 2013 forward for use in FY 18</p>		-3

5

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FY 2018 Scoring Criteria Revisions

- Feedback from FY 2017 process
  - Geo Targeting Points
  - No points awarded on incomplete sections or for applications that do not follow submittal requirements - or not scored at all
- Incorporate revisions to CP 700-02
- New initiatives and programs

6

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### Ad Hoc Committees - Formation

- Ad Hoc Committees may be formed - if deemed necessary by CPAB
- No majority of members
- Currently eight (8) CPAB members

7

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### Ad Hoc Committee – FY 2018 Scoring Criteria

- Tentative Schedule

Ad Hoc Meetings	September 2016
CPAB Presentation	September 14, 2016
CPAB Recommendation	October 2016

8

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