

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

UNOFFICIAL NOTES – FOR REFERENCE ONLY

WEDNESDAY, DECEMBER 14, 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"> • Joe LaCava, Council District 1 • Vicki Granowitz, Council District 3 • Ken Malbrough, Council District 4 • Richard Thesing, Council District 7 	<ul style="list-style-type: none"> • Sara Berns, Council District 2 • Gary Wong, Council District 6

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> • Stephen Maduli-Williams, Program Manager • Michele Marano, Community Development Coordinator • Ulysses Panganiban, Community Development Specialist 	14 people signed the attendance sheet

Call to Order

Ms. Vicki Granowitz called the meeting to order at 9:10 a.m. with four board members present. Quorum was not achieved.

Approval of Minutes

Ms. Granowitz did not call for a motion to approve the November 9, 2016 meeting minutes due to a lack of quorum.

Board Announcements

- Mr. Joe LaCava thanked staff for providing the Board with the supporting materials to the agenda discussion and action items prior to the meeting.

Staff Announcements

- Ms. Michele Marano reported that 76 organizations responded to the FY 2018 CDBG Request for Qualifications (RFQ) by the November 18, 2016 deadline, representing a 33 percent increase from the previous cycle's 57 responses. Of the 76 organizations,

40 were deemed qualified by staff on December 5, 2016. The remaining 36 organizations were given until December 13, 2016, to address the identified deficiencies in their responses. Final determinations will be issued by staff on December 16, 2016.

- Ms. Marano reported that the City Council unanimously approved the [FY 2018 Reinvestment Initiative](#) as recommended by the Board.
- Ms. Marano reported that the City Council unanimously approved the revisions to [Council Policy 700-02](#) as recommended by the Board.
- Ms. Marano shared information on [Project Homeless Connect 2017](#) to be held on January 25, 2017, and the call for volunteers to provide licensed childcare services during the event. Information can be obtained by visiting the [website](#) or calling the hotline at (619) 578-7779.
- Ms. Marano noted the CPAB meeting schedule for 2017 has been posted with the agenda. Note the meetings for April and August 2017 will be held on Tuesdays due to meeting space constraints.

Non-Agenda Public Comment

- Mr. Timothy Fraser of Family Health Centers of San Diego commented on the Clean Syringe Exchange Program and thanked the City for its support.

Agenda Item(s)

Action Item 6a:

Approval of Fiscal Year (FY) 2018 Scoring Criteria (Leveraged Funding)

Ms. Michele Marano gave a brief recap of the proposed revisions to Section 3.d (Leveraged Funding) of the FY 2018 Scoring Criteria. *Please see attached presentation for more information.*

Because there was no quorum, the Board could not take formal action on this item. There was consensus, however, to keep the existing point-allocation tiers per percentage of leveraged funds to allow one more year of data to be gathered and analyzed to inform potential revisions for the FY 2019 Request for Proposals (RFP) cycle.

Discussion Item 7a:

Promise Zone

Ms. Katherine Crow, Promise Zone Director with the Economic Development Department, gave a presentation on the new federal Promise Zone designation of an area within the City of San Diego and fielded questions on its benefits to communities and the opportunities it

facilitates for greater collaboration among community organizations, service providers, government agencies, and funding sources to address common issues within the Promise Zone. *Please see attached handout for more information.*

Discussion Item 7b:

Conflict of Interest Policies

Ms. Sharon Spivak, Deputy City Attorney with the City Attorney's Office, gave a presentation on the conflict of interest policies that Board members and staff must adhere to while fulfilling their roles in relation to CDBG funding and allocation recommendations. Ms. Spivak also highlighted points to consider to avoid both the appearance of and actual conflicts of interest. Additional information may be accessed by visiting the [California Political Fair Practices Commission](#) website.

Discussion Item 7c:

CDBG Subrecipient Performance Report Card

Mr. Ulysses Panganiban gave an overview of the performance report card and its integration into the FY 2018 CDBG proposal scoring process. *Please see attached handout for more information.*

Discussion Item 7d:

FY 2018 CDBG Request for Proposal (RFP) Timeline

Mr. Panganiban introduced the tentative timeline for the upcoming CDBG RFP process, which will be released on January 5, 2017. Proposals will be due on January 27, 2017. FAQs will be released and mandatory workshops will be held to assist applicants deemed qualified through the RFQ process. *Please see attached handout for the key dates.*

Adjournment

- Meeting adjourned at 10:40 a.m.

Economic Development

Proposed Revisions to Fiscal Year 2018 Scoring Criteria: Leveraged Funding Section 3.d

Consolidated Plan Advisory Board
December 14, 2016

FY 2018 Scoring Criteria

- Revisions recommended by CPAB Ad Hoc committees and City staff
- Approved at CPAB meeting on November 9, 2016
- Section 3.d (Leveraged Funding) tabled

FY 2018 Scoring Criteria

FY 2017 Section 3: d.

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:

**CDD
confirmed
% & pts**

5

Existing:

- | | |
|-------------------------|--------------------------|
| • 0%-5%
(0 points) | • 41%-60%
(3 points) |
| • 6%-20%
(1 points) | • 61%-80%
(4 points) |
| • 21%-40%
(2 points) | • 81%-100%
(5 points) |

Proposed:

- | | |
|-------------------------|--------------------------|
| • 0%-29%
(0 points) | • 61%-80%
(4 points) |
| • 30%-40%
(2 points) | • 80%-100%
(5 points) |
| • 41%-60%
(3 points) | |

FY 2018 Scoring Criteria

FY 2017 Section 3: d.

Challenge Grant Agency	Leverage calculation	FY 17 Points	Proposed FY 18 Points
Agency A	33.3%	2	2
Agency B	12.03%	1	0
Agency C	65.78%	4	4
Agency D	54.46%	3	3
Agency E	0%	0	0
Agency F	42.08%	3	3
Agency G	18.96%	1	0
Agency H	61%	4	4
Agency I	0%	0	0
Agency J	0%	0	0

FY 2018 Scoring Criteria

FY 2017 Section 3: d.

CED Agency	Leverage calculation	FY 17 Points	Proposed FY 18 Points
Agency A	55.53%	3	3
Agency B	36.35%	2	2
Agency C	30.82%	2	2
Agency D	60.13%	3	3
Agency E	22%	2	0
Agency F	58.88%	3	3
Agency G	0%	0	0
Agency H	0%	0	0
Agency I	82.59%	5	5
Agency J	21.88%	2	0

FY 2018 Scoring Criteria

FY 2017 Section 3: d.

PS Agency	Leverage calculation	FY 17 pts	FY 18 proposed
Agency A	70.06%	4	
Agency B	9.21%	1	
Agency C	0%	0	
Agency D	27.35%	2	
Agency E	62.23%	4	4
Agency F	0%	0	
Agency G	0%	0	
Agency H	17.39%	1	
Agency I	72.71%	4	4
Agency J	57.34%	3	

PS Agency	Leverage calculation	FY 17 pts	FY 18 proposed
Agency K	27.74%	2	0
Agency L	0%	0	
Agency M	26.45%	2	
Agency N	81%	5	
Agency O	78.43%	4	
Agency P	62.95%	4	
Agency Q	12.2%	1	
Agency R	19.55%	1	
Agency S	36.76%	2	2

FY 2018 Scoring Criteria

FY 2017 Section 3: d.

NCIP Agency	Leverage calculation	Points
Agency A	35.84%	2
Agency B	0%	0
Agency C	0%	0
Agency D	81.01%	5
Agency E	24.83%	2
Agency F	6.6%	1
Agency G	3.65%	0
Agency H	0%	0
Agency I	21.69%	2
Agency J	45.81%	3

NCIP Agency	Leverage calculation	Points
Agency K	12.59%	1
Agency L	0%	0
Agency M	7.08%	1
Agency N	38.58%	2
Agency O	41.23%	3
Agency P	41%	3
Agency Q	21%	2
Agency R	0%	0
Agency S	7.62%	1
Agency T	35.68%	2

FY 2018 Scoring Criteria

Leveraged Funds: RFP to Actuals

(FY 2016 June 30 close-outs)

- 17 projects reporting at close-out
- 8 projects less than RFP (average -25.65%)
- 7 projects greater than RFP (average +9.34%)
- 2 projects equal to RFP

FY 2018 Scoring Criteria

For CPAB Consideration:

- Keep leveraged points the same for Public Services and Community/Economic Development
- Adjust points for Nonprofit Capital Improvement Projects

Requested Action

The CPAB finalizes the revisions to Section 3.d (Leveraged Funding) of the FY 2018 RFP Scoring Criteria

Economic Development Department

San Diego Promise Zone

CPAB Meeting
December 14, 2016

PROMISE ZONES ARE A WHITE HOUSE INITIATIVE



PROMISE ZONES LEAD FEDERAL AGENCIES



Urban Promise Zones Led by HUD
Rural and Tribal Promise Zones Led by USDA

Promise Zones Initiative Federal Partners

FEDERAL AGENCIES

As of June 2015, 13 federal agencies are Promise Zone partners offering technical assistance and/or preferential bonus points or priority consideration for grant opportunities.

U.S. Department of Housing and Urban Development (HUD)

Leads efforts to support the urban Promise Zones

U.S. Department of Agriculture (USDA)

Lead efforts to support the rural and tribal Promise Zones

- Corporation for National and Community Service (CNCS)
- National Endowment for the Arts (NEA)
- U.S. Department of Commerce (DOC)
- U.S. Department of Education (ED)
- U.S. Department of Health & Human Services (HHS)
- U.S. Department of Justice (DOJ)
- U.S. Department of Labor (DOL)
- U.S. Department of the Treasury
- U.S. Department of Transportation (DOT)
- U.S. Environmental Protection Agency (EPA)
- U.S. Small Business Administration (SBA)



More information on Federal Partners:

<https://www.hudexchange.info/promise-zones/federal-partner-funding-and-technical-assistance-opportunities>

Promise Zones Benefits

FOUR KEY FEDERAL PROMISE ZONE BENEFITS

Promise Zones are a designation with benefits overseen by a federal agency and do not receive direct grant funding from any federal agency. Promise Zone designees receive the following benefits.



Engage five
AmeriCorps*VISTA members annually



A federal liaison assigned to assist with
navigating federal programs



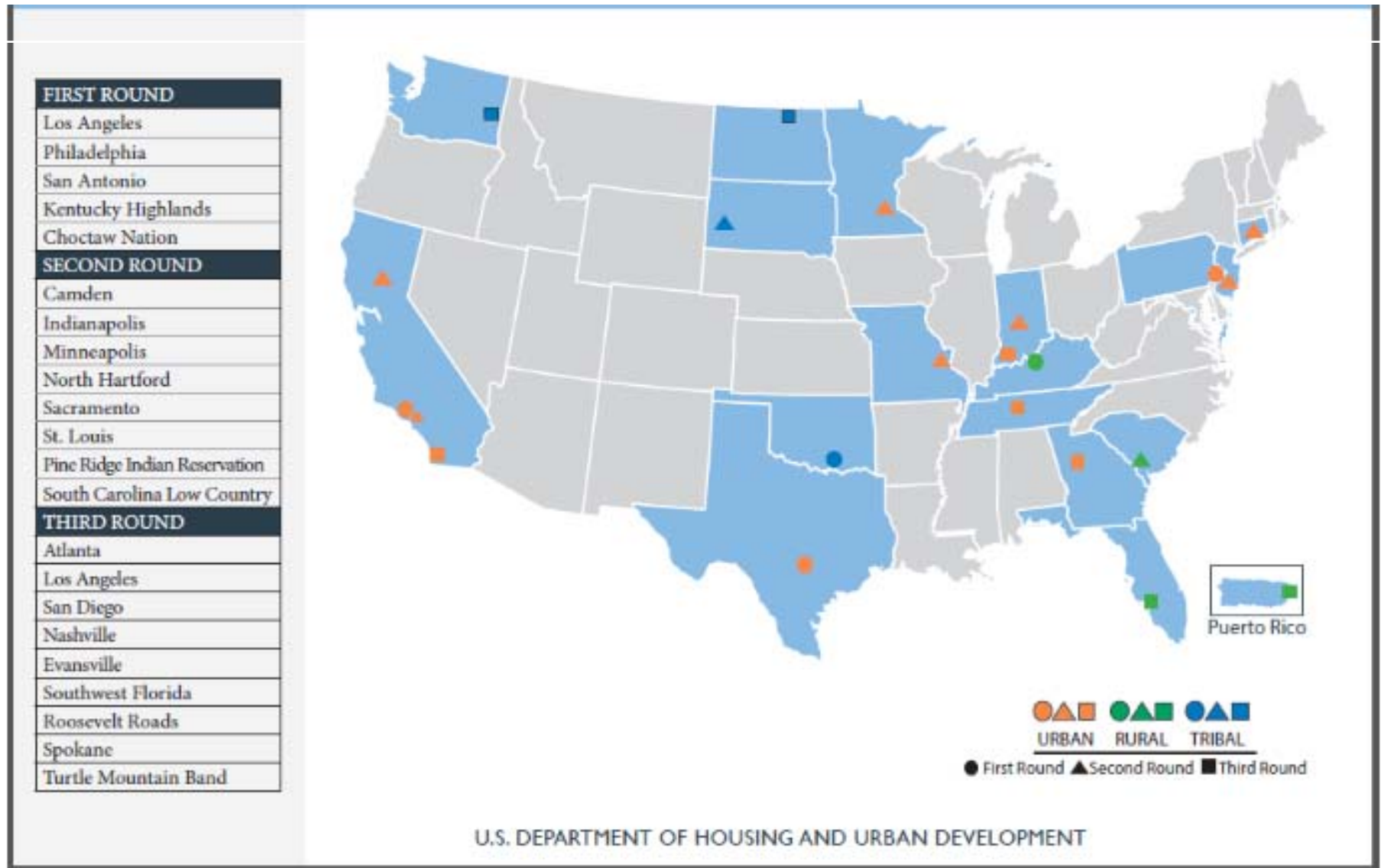
Preference for certain competitive federal
programs and federal technical assistance



Promise Zone tax incentives if enacted by
Congress



WHITE HOUSE PROMISE ZONES



Promise Zones Initiative Goals

FIVE COMMON GOALS



Create Jobs



Increase Economic Opportunity



Improve Educational Opportunities



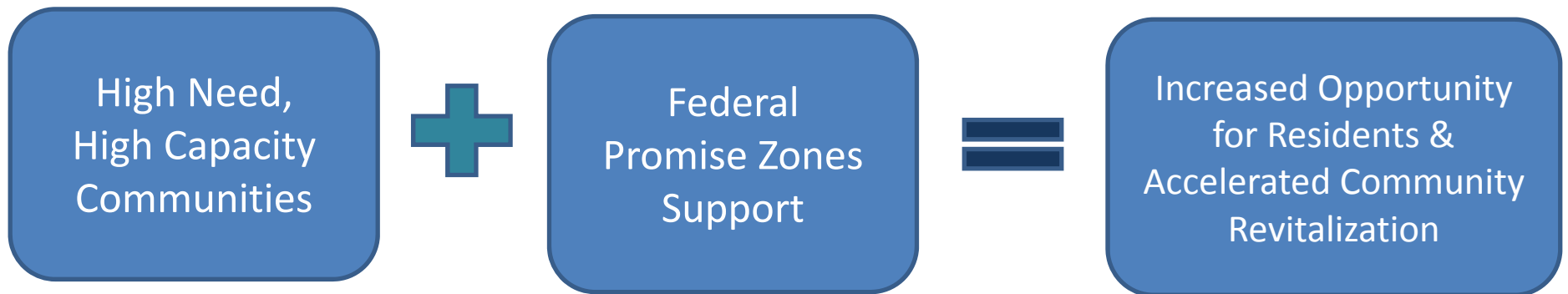
Reduce Serious or Violent Crime

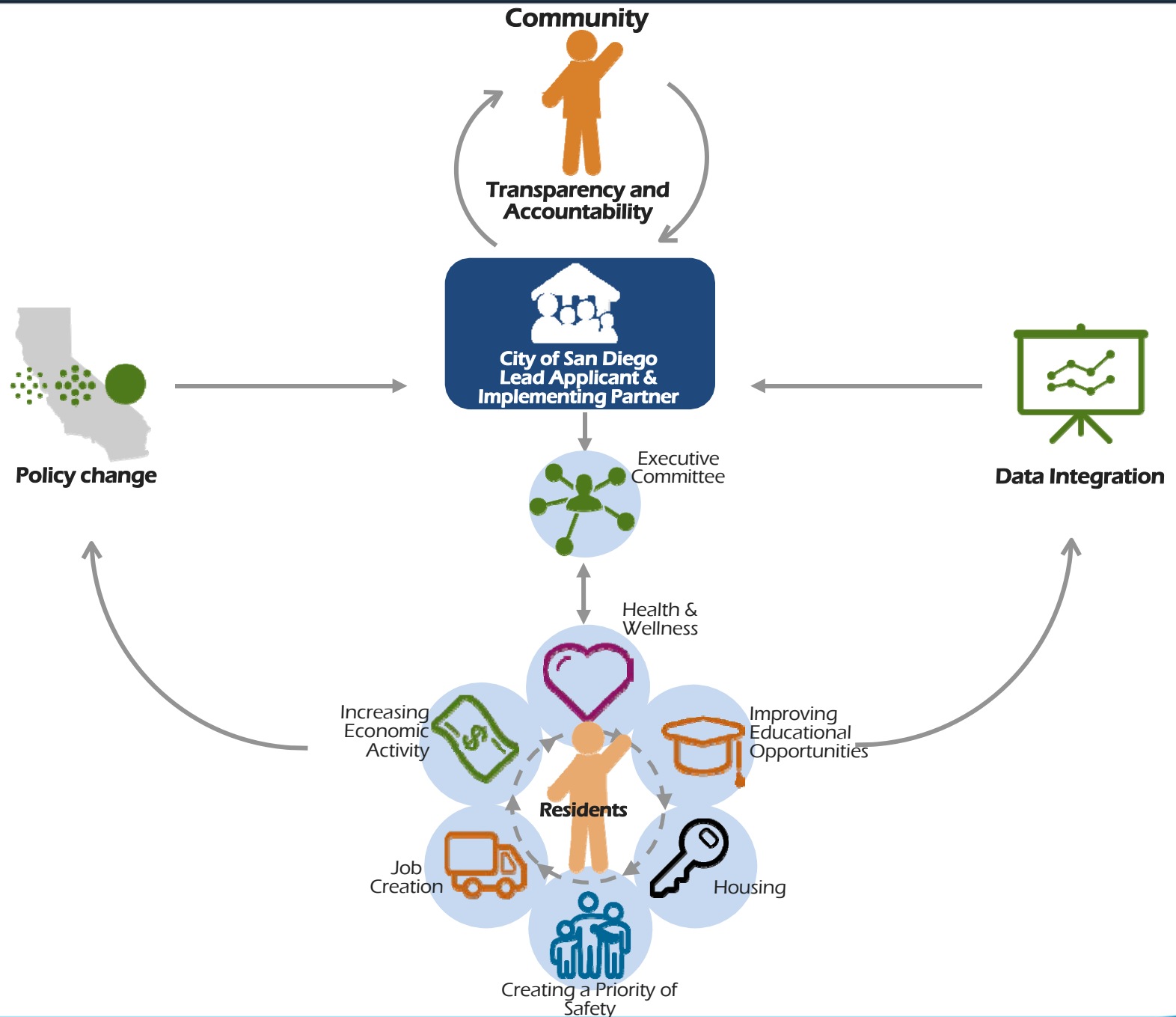


Leverage Private Capital

Promise Zones Initiative

THEORY OF ACTION







Promise Zone Partners

Implementing Partners

- Civic San Diego
- County of San Diego Health and Human Services Agency
- Jacobs Center for Neighborhood Innovation
- San Diego Housing Commission
- San Diego Unified School District
- San Diego Workforce Partnership

Supporting Partners

- BAME CDC
- Barrio Logan College Institute
- Family Health Centers of San Diego
- Harmonium
- Home Start
- International Rescue Committee
- Jackie Robinson YMCA
- Kitchens for Good

- LISC
- MAAC
- National University
- Project New Village
- Reality Changers
- SANDAG
- San Diego Futures Foundation
- San Diego Grantmakers
- San Diego Youth Development Office
- San Ysidro Health Center
- SAY San Diego
- Second Chance
- UCSD
- Urban Collaborative Project
- Urban Corps of San Diego County
- Urban League of San Diego County
- Workshop for Warriors

Role of Backbone Organization



Backbones must balance the tension between coordinating and maintaining accountability, while staying behind the scenes to establish collective ownership

Source: FSG Interviews and Analysis

© 2014 FSG



PZ Lead Organization's Responsibilities

Coordination

- Regularly convene PZ partners to advance the plan and coordinate activities
- Coordinate use of non-competitive federal assistance
- Coordinate business dev. strategies using PZ tax incentives, if enacted

Communication

- Engage local residents
- Communicate needs and priorities to HUD Community Liaison
- Submit reports to share accomplishments and inform federal support

Certification

- Validate that applicant and application meet PZ Certification guidelines
- Encourage collaboration between organizations to optimize competitive submissions

Data & Evaluation

- Work with data and eval PZ partner(s) to track impact of initiative
- Ensure organizations receiving a PZ preference share data as needed



San Diego Promise Zone Goals

1. Create Jobs
2. Increase Economic Activity
3. Improve Educational Opportunities
4. Reduce Violent Crime
5. Increase Access to Quality, Affordable Housing
6. Promote Health and Access to Healthcare



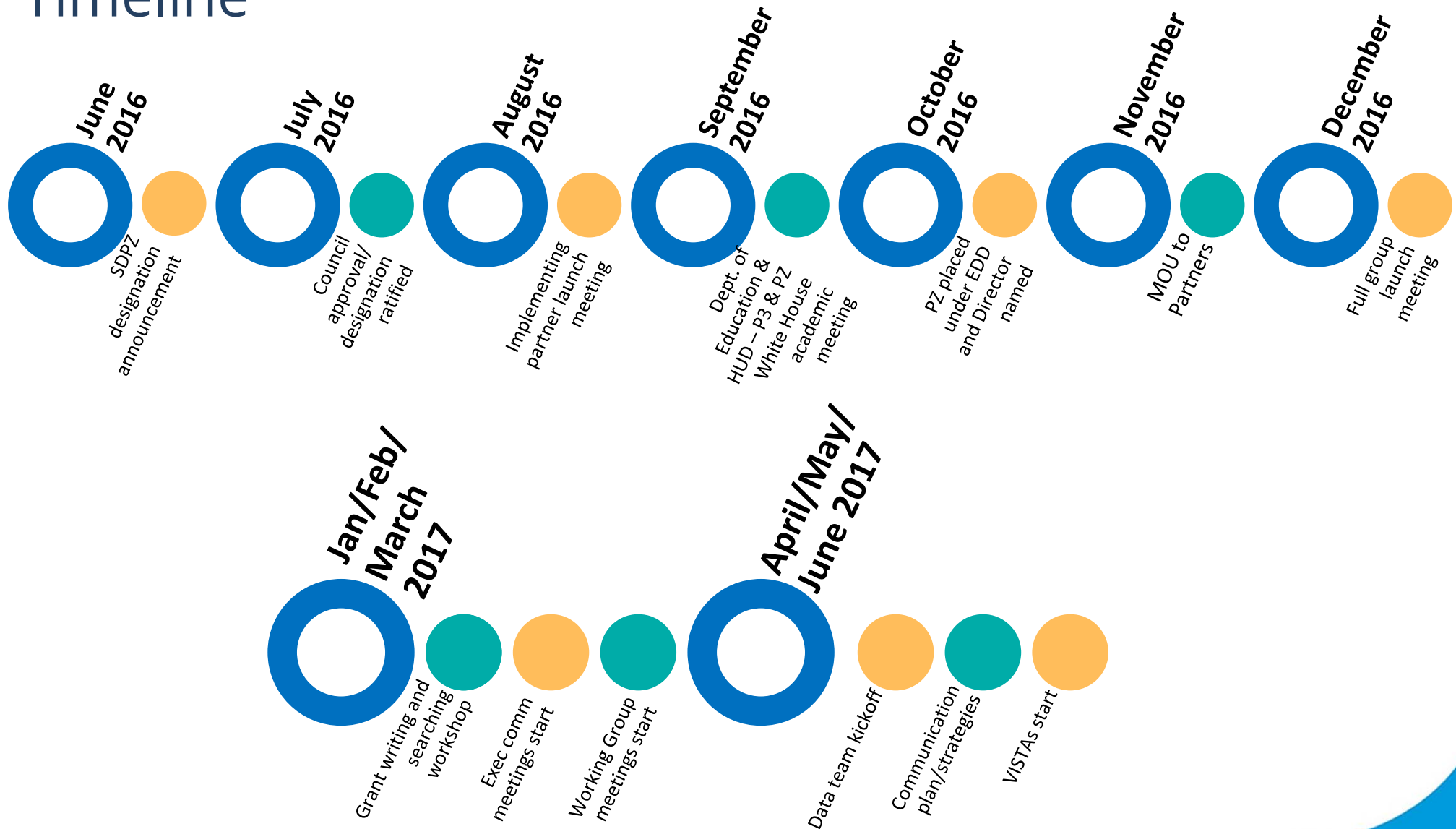
Overview of Promise Zones Reports

Report	Content	Purpose
Monthly Federal Grants Report	<ul style="list-style-type: none">List of all federal grants, with and without preference points, for which PZ partners have, or want, to apply	<ul style="list-style-type: none">Verify amount of federal funding going to PZIdentify partners' technical assistance needs
Quarterly Reports	<ul style="list-style-type: none">Update on PZ milestones & accomplishments, plans and needsUpdate on non-federal investments	<ul style="list-style-type: none">Identify technical assistance needsTrack non-federal investments
Annual Report	<ul style="list-style-type: none">Lays out accomplishments over the last year, priorities for the next year and provides an update on proposed amendments to the Promise Zone Plan	<ul style="list-style-type: none">Inform CL's work plan for next yearPublicize PZ accomplishments

*****Designation Agreement includes reporting templates subject to pending OMB approval.*****



San Diego Promise Zone Launch Timeline



Next Steps:

- MOUs signed & returned
- Partner site visits
- Grant searching and writing workshop
- Consultant on board
- Working Group meetings begin
 - Update and implement work plans



Questions?

Katherine Crow
San Diego Promise Zone Director
619-533-6474
Kcrow@san Diego.gov

Economic Development

CDBG Subrecipient Performance Report Card Overview

Consolidated Plan Advisory Board
December 14, 2016

Background



Introduced back in 2014 as Part of
FY 2015 Scoring Criteria

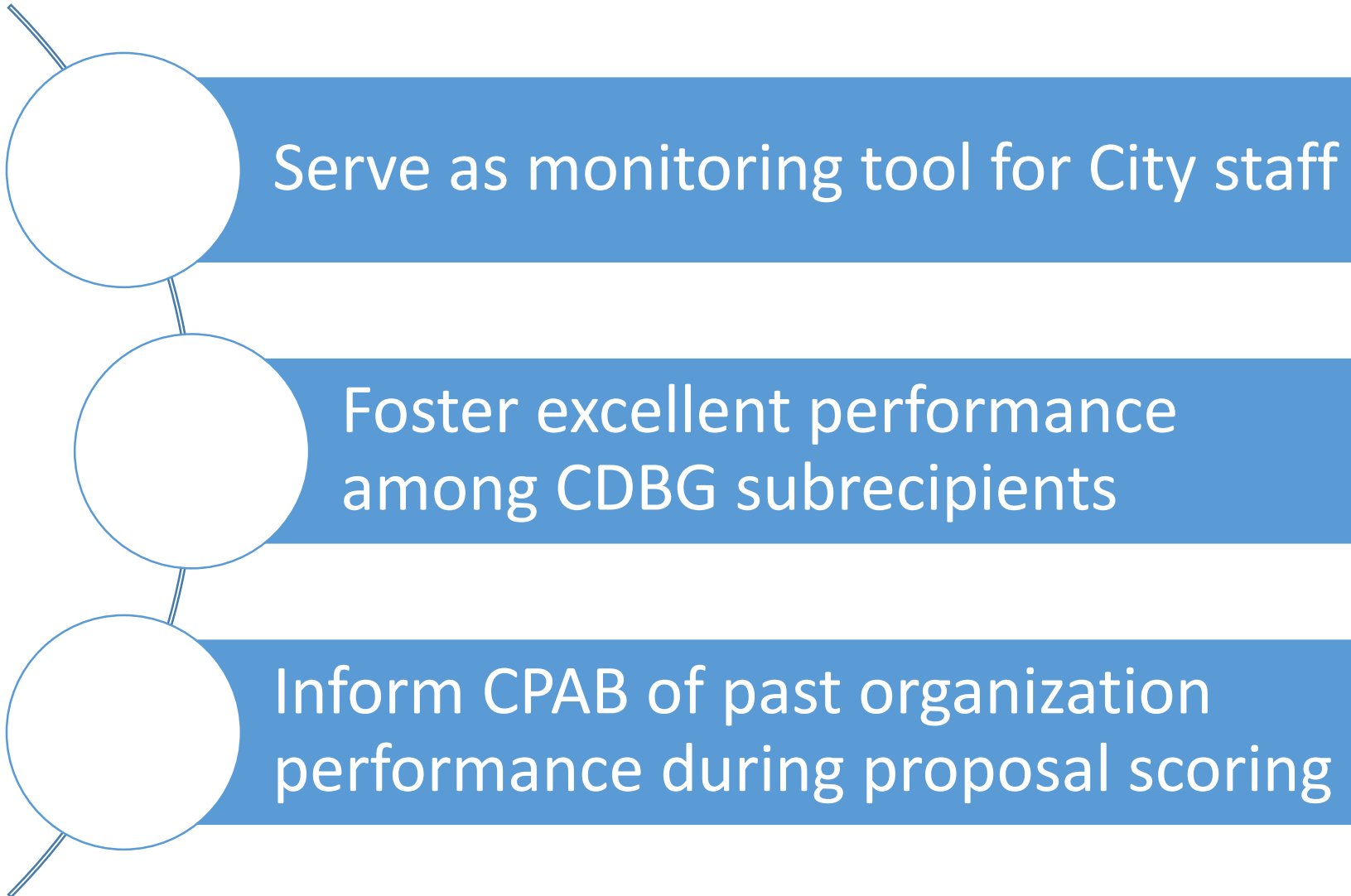


Max Deduction of 3 Points Taken
from Final CPAB Score of Proposal

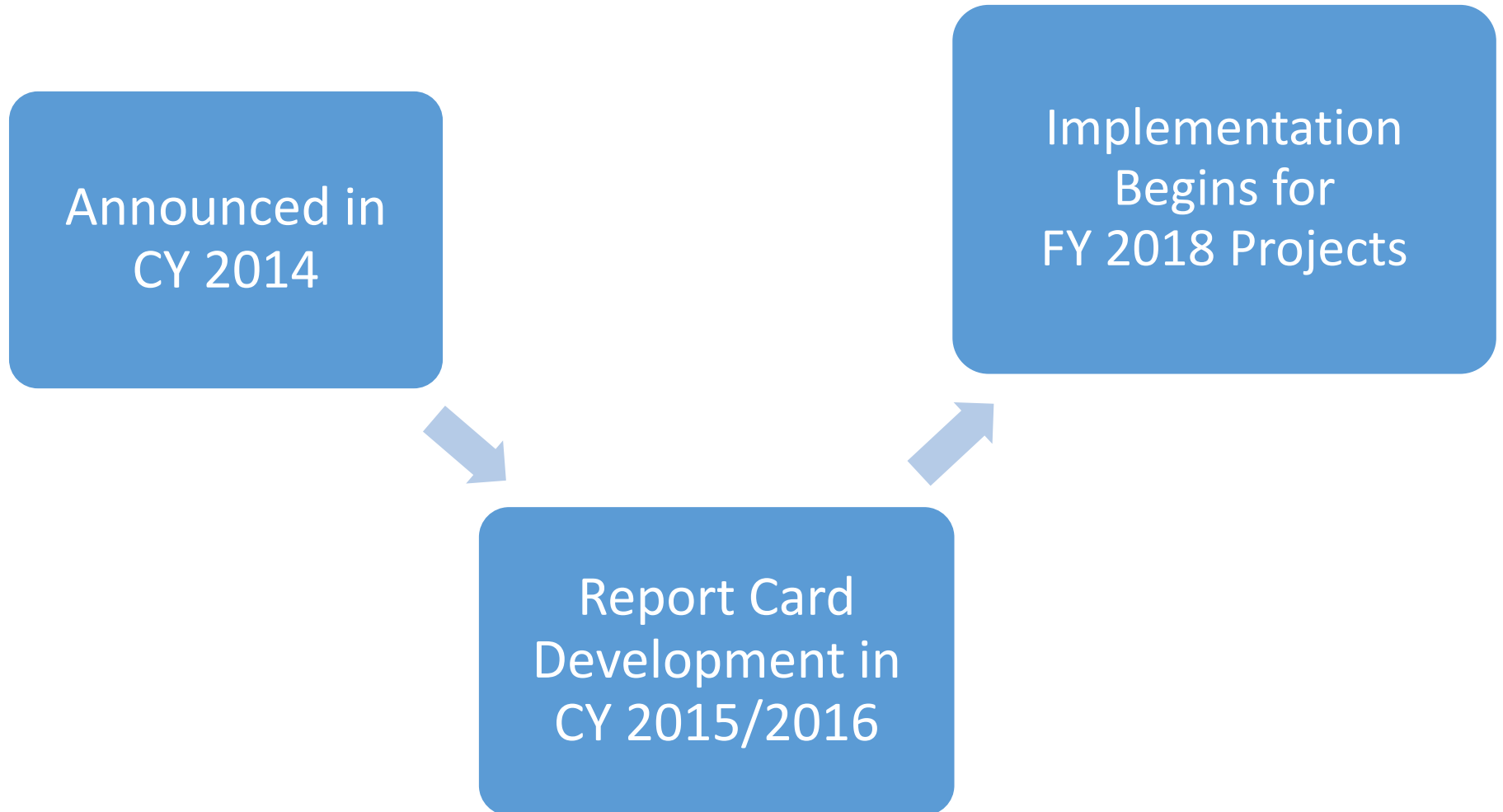


Based on Past Performance of
Applicant with City CDBG Program

Purpose



Timeline



Performance Assessment Areas



Fiscal
Performance



Administrative
Performance



Programmatic
Performance

Performance Indicators

Fiscal Indicators

- Balance of Award \$ at Closeout
- Total of Disallowance \$ at Closeout
- Number of Disallowances Processed

Administrative Indicators

- Number of Late MPRs Submitted
- Number of Late RFRs Submitted

Programmatic Indicators

- Number of Clients Served OR
- Number of Projects Completed

Performance Standards

Fiscal Standards

- Award Balance: $\geq 10\%$ \rightarrow -0.50 point
- Total Disallowance \$: $\geq 10\%$ \rightarrow -0.25 point
- Disallowance Frequency: $\geq 50\%$ \rightarrow -0.25 point

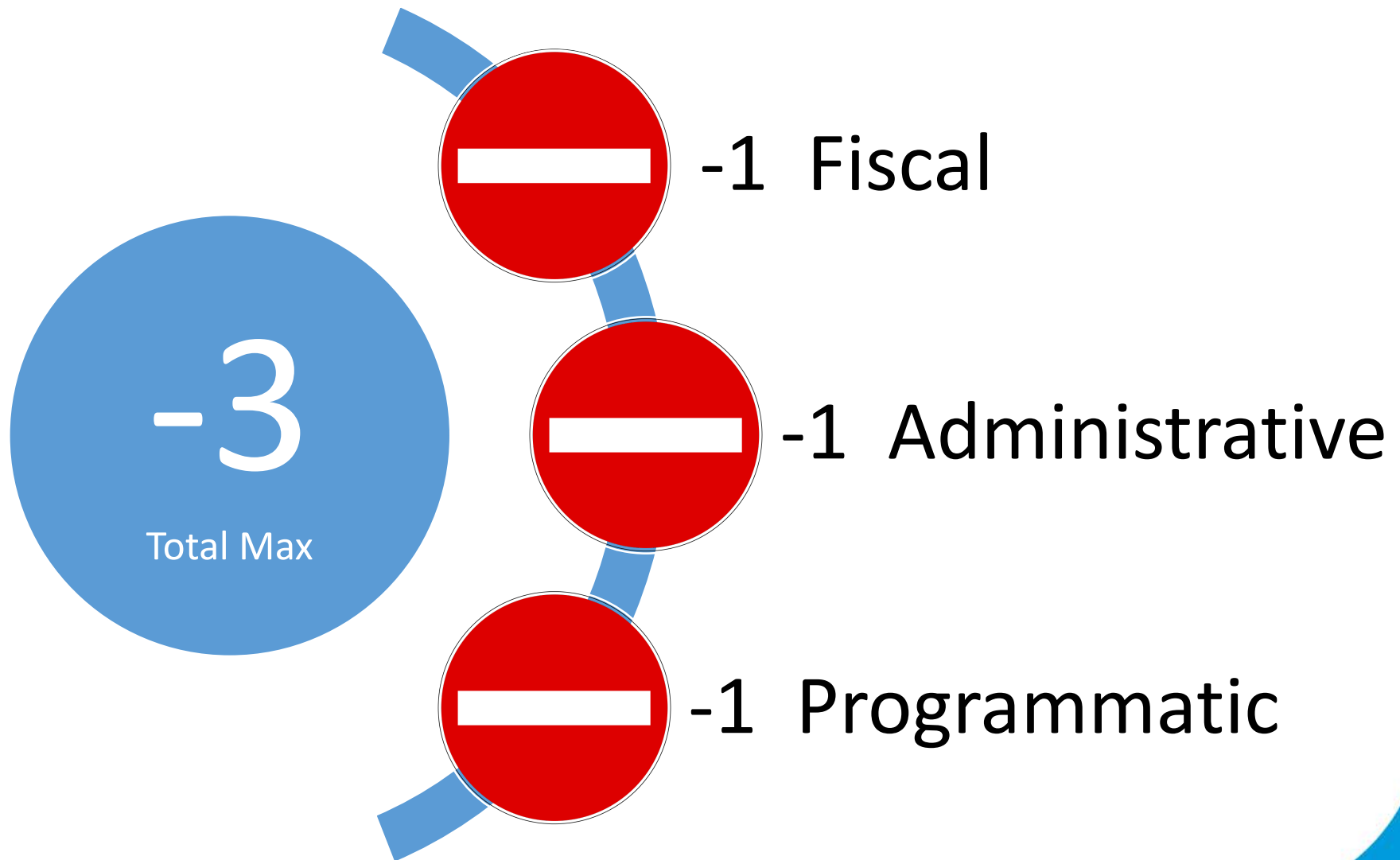
Administrative Standards

- Monthly Programmatic Reports (MPRs) Submitted Late: $> 25\%$ \rightarrow -0.50 point
- Requests for Reimbursement (RFRs) Submitted Late: $> 25\%$ \rightarrow -0.50 point


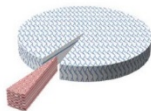
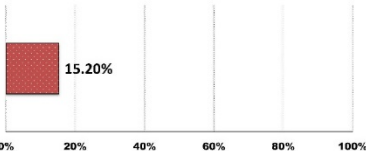
Programmatic Standards


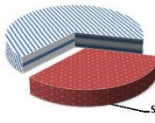
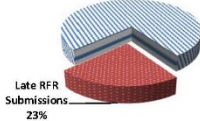
- Clients Served OR Projects Completed
 $\geq 80\%$ of target met \rightarrow -0.00 point
 $50\% < \text{of target met} < 80\%$ \rightarrow -0.50 point
 $\leq 50\%$ of target met \rightarrow -1.0 point

Maximum Point Deductions

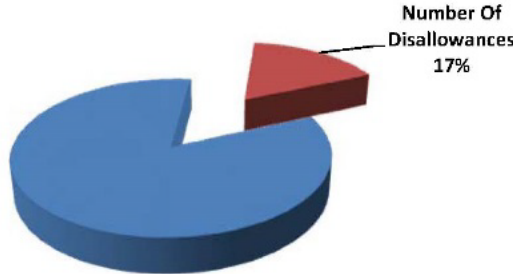


Performance Report Card Sample

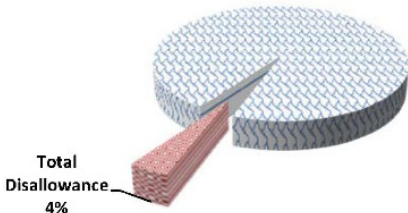
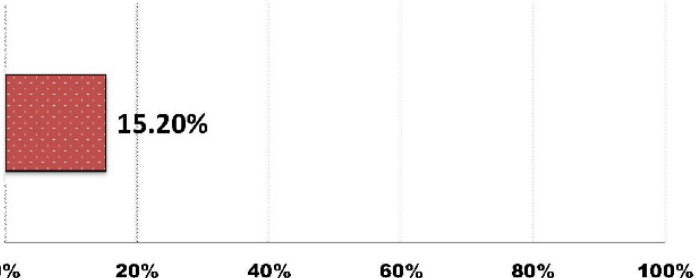
SAMPLE Organization LMI Assistance Project CED FY-2016 Performance Report			
OBJECTIVE			
An evaluation of past performance of CDBG-funded agencies will be conducted by HUD Programs Administration staff via Performance Indicators. The approved Scoring Criteria for process contains a section related to a maximum of 3-point deduction based on performance tracked. Evaluation of the Performance Indicators is based on a three-pronged approach - Fiscal, Programmatic and Administrative Performance - with each element being worth 1 point.			
FISCAL			
DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOWANCE - .25 & TOTAL DISALLOWANCE - .25)			
Frequency Of Disallowance (.25)			
Description Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is greater than or equal to 50%, the agency shall receive a recommended deduction of .25 points.	Project Duration	13 Months	
	Frequency Of Disallowances	2 Months	
	Recommended Deduction		
	0		
	Justification		
	Frequency of disallowances during the course of the project is less than 50%		
Frequency Of Disallowance			
			
Total Disallowance (.25)			
Description Measures the total balance of disallowances that has accumulated during the duration of the project. If an agency has accumulated a disallowance amount that is greater than or equal to 10% of the the total budget, the agency shall receive a recommended deduction of .25 points.	Budget Awarded	\$250,000.00	
	Total Disallowances	\$11,000.00	
	Recommended Deduction		
	0		
	Justification		
	Disallowance balance is less than 10% of the total budget.		
Disallowance Balance			
			
BALANCE (.50)			
Description Measures the remaining balance of the awarded budget. If the remaining balance is greater than or equal to 10% of the total budget, the agency shall receive a recommended deduction of .50	Budget Awarded	\$250,000.00	
	Remaining Total	\$38,001.00	
	Recommended Deduction		
	-.50		
	Justification		
	Remaining balance is greater than or equal to 10% of the total budget.		
Remaining Balance			
			

PROGRAMMATIC							
NUMERIC GOALS (MAX DEDUCTION - 1 POINT)							
Description		SAMPLE Organization's Goals	100				
Measures the agency's goal outcome. If the agency completes at least 80% of their goals - 0 points shall be recommended for deduction. If between 51%-71% of their goals - .50 points shall be recommended for deduction. If 50% or less of goals are completed - 1 full point shall be recommended for deduction.		Served	30				
		Recommended Deduction					
		-1					
Clients Served		Justification					
		Agency completed 50% or less of their goals.					
0%	5%	10%	15%	20%	25%	30%	35%
ADMINISTRATIVE							
MPR SUBMISSIONS (MAX DEDUCTION -.50 POINT)							
Description		Project Duration	13 Months				
Measures the agency's ability to submit MPR documents on time. If the agency submits 26% or more MPRs late, they shall receive a recommended deduction of .50 points.		Number of Months w/Late Submissions	4 Months				
		Recommended Deduction					
		-.50					
MPR Submissions		Justification					
		26% or more MPRs were submitted late					
RFR SUBMISSIONS (MAX DEDUCTION -.50 POINT)							
Description		Project Duration	13 Months				
Measures the agency's ability to submit RFR documents on time. If the agency submits 26% or more RFRs late, they shall receive a recommended deduction of .50 points.		Number of Months w/Late Submissions	3 Months				
		Recommended Deduction					
		0					
RFR Submissions		Justification					
		Less than 25% of RFRs were submitted late					
TOTAL RECOMMENDED DEDUCTION							
-2							

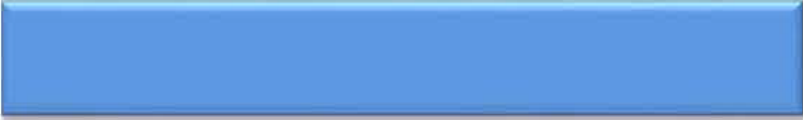
Performance Report Card Sample

SAMPLE Organization LMI Asstance Project CED FY-2016 Performance Report		
OBJECTIVE		
An evaluation of past performance of CDBG-funded agencies will be conducted by HUD Programs Administration staff via Performance Indicators. The approved Scoring Criteria for process contains a section related to a maximum of 3-point deduction based on performance tracked. Evaluation of the Performance Indicators is based on a three-pronged approach - Fiscal, Programmatic and Administrative Performance - with each element being worth 1 point.		
FISCAL		
DISALLOWANCE (TWO PARTS - FREQUENCY OF DISALLOWANCE - .25 & TOTAL DISALLOWANCE - .25)		
Frequency Of Disallowance (.25)		
Description Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a total that is <i>greater than or equal to 50%</i> , the agency shall receive a recommended deduction of .25 points.	Project Duration	13 Months
	Frequency Of Disallowances	2 Months
Frequency Of Disallowance 	Recommended Deduction	
	0	
	Justification	
	Frequency of disallowances during the course of the project is less than 50%	

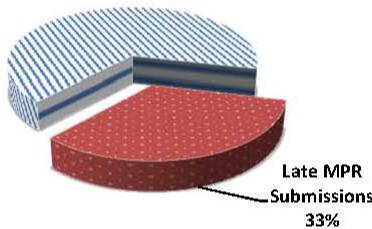
Performance Report Card Sample

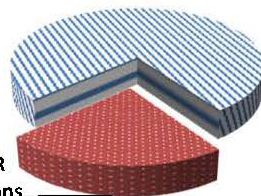
Description		Budget Awarded	\$250,000.00
Measures the total balance of disallowances that has accumulated during the duration of the project. If an agency has accumulated a disallowance amount that is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of .25 points.		Total Disallowances	\$11,000.00
<div><h3>Disallowance Balance</h3><p>Total Disallowance 4%</p></div>		Recommended Deduction	
		0	
		Justification	
		Disallowance balance is less than 10% of the total budget.	
BALANCE (.50)			
Description		Budget Awarded	\$250,000.00
Measures the remaining balance of the awarded budget. If the remaining balance is <i>greater than or equal to 10%</i> of the the total budget, the agency shall receive a recommended deduction of .50		Remaining Total	\$38,001.00
<div><h3>Remaining Balance</h3><p>15.20%</p></div>		Recommended Deduction	
		-.50	
		Justification	
		Remaining balance is greater than or equal to 10% of the total budget.	

Performance Report Card Sample

PROGRAMMATIC		
NUMERIC GOALS (MAX DEDUCTION - 1 POINT)		
Description	SAMPLE Organization's Goals	
Measures the agency's goal outcome. If the agency completes at <i>least</i> 80% of their goals - 0 points shall be recommended for deduction. If <i>between</i> 51%-71% of their goals - .50 points shall be recommended for deduction. If 50% or <i>less</i> of goals are completed - 1 full point shall be recommended for deduction.		100
	Served	30
<p>Clients Served</p>  <p>30%</p> <p>0% 5% 10% 15% 20% 25% 30% 35%</p>	Recommended Deduction	
	-1	
	Justification	
	Agency completed 50% or less of their goals.	

Performance Report Card Sample

ADMINISTRATIVE		
MPR SUBMISSIONS (MAX DEDUCTION -.50 POINT)		
Description	Project Duration	13 Months
Measures the agency's ability to submit MPR documents on time. If the agency submits 26% or more MPRs late, they shall receive a recommended deduction of .50 points.	Number of Months w/Late Submissions	4 Months
	Recommended Deduction	
	-.50	
	Justification	
<div>MPR Submissions</div>  <p>Late MPR Submissions 33%</p>		26% or more MPRs were submitted late

RFR SUBMISSIONS (MAX DEDUCTION -.50 POINT)		
Description	Project Duration	13 Months
Measures the agency's ability to submit RFR documents on time. If the agency submits 26% or more RFRs late, they shall receive a recommended deduction of .50 points.	Number of Months w/Late Submissions	3 Months
	Recommended Deduction	
	0	
	Justification	
<div>RFR Submissions</div>  <p>Late RFR Submissions 23%</p>		Less than 25% of RFRs were submitted late



Performance Report Card Sample

TOTAL RECOMMENDED DEDUCTION

-2

Next Steps

- Staff finalizing analysis and report cards using FY 2015 and FY 2016 data
- Final reports to be posted before January 2017 on CDBG Program website
- Report card scores/deductions to be incorporated into FY 2018 proposal scoring sheets, as applicable, to be used by CPAB



NOTE: Applicants deemed "not qualified" through the Fiscal Year 2018 CDBG Request for Qualifications (RFQ) process are precluded from participating in the Fiscal Year 2018 CDBG Request for Proposals (RFP) process.

City of San Diego Community Development Division (CDD) FY 2018 COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST FOR PROPOSALS (CDBG RFP) TIMELINE*	
Deadline	Action
Thursday, January 5, 2017	FY 2018 CDBG RFP released
Monday, January 9, 2017	Mandatory FY 2018 CDBG RFP Workshop Sessions <u>Time:</u> <ul style="list-style-type: none"> 9:30–10:00 a.m. Sign-In 10:00–11:30 a.m. Workshop OR 12:30–1:00 p.m. Sign-In 1:00–2:30 p.m. Workshop <u>Location:</u> Skyline Hills Library 7900 Paradise Valley Road San Diego, CA 92139
January 10–25, 2017 (no later than 12:00 p.m. on 1/25)	One-on-One Technical Assistance meetings at CDD Office by appointment only
Wednesday, January 11, 2017	CPAB meeting
Thursday, January 12, 2017	Mandatory FY 2018 CDBG RFP Workshop Sessions <u>Time:</u> <ul style="list-style-type: none"> 9:30–10:00 a.m. Sign-In 10:00–11:30 a.m. Workshop OR 12:30–1:00 p.m. Sign-In 1:00–2:30 p.m. Workshop <u>Location:</u> Skyline Hills Library 7900 Paradise Valley Road San Diego, CA 92139



City of San Diego Community Development Division (CDD)
**FY 2018 COMMUNITY DEVELOPMENT BLOCK GRANT
 REQUEST FOR PROPOSALS (CDBG RFP) TIMELINE***

Deadline	Action
Friday, January 13, 2017	<i>Optional Training:</i> Grants Management System <i>Time:</i> <ul style="list-style-type: none"> 10:00–11:00 a.m. OR 2:00–3:00 p.m. <i>Location:</i> Civic Center Plaza 8 th Floor Training Room 1200 Third Ave San Diego, CA 92101
Friday, January 13, 2017	First set of FAQs released
Monday, January 16, 2017	Dr. Martin Luther King, Jr. holiday (City offices closed)
Friday, January 20, 2017	Second set of FAQs released
Wednesday, January 25, 2017 (no later than 12:00 p.m.)	Deadline to e-mail RFP-related questions to CDBG@sandiego.gov
Thursday, January 26, 2016	Third set of FAQs released (<i>if necessary</i>)
Friday January 27, 2017 (no later than 3 p.m.)	FY 2018 CDBG RFP submittal deadline
January 30–February 3, 2017	CDD staff review of RFP proposals
Monday, February 6, 2017	FY 2018 CDBG RFP materials available to Consolidated Plan Advisory Board (CPAB) members for review and scoring
February 8–24, 2017	Potential CPAB ad hoc meetings on proposals
Tuesday, February 28, 2017	CPAB FY 2018 CDBG RFP scoring results due to CDD staff
Friday, March 3, 2017	FY 2018 CDBG RFP scoring results posted on CDBG Program website



<i>City of San Diego Community Development Division (CDD)</i> FY 2018 COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST FOR PROPOSALS (CDBG RFP) TIMELINE*	
Deadline	Action
Wednesday, March 8, 2017	CPAB Meeting: FY 2018 CDBG RFP scores approved and funding recommendations forwarded to City Council for approval
March 20 or 21, 2017	FY 2018 CDBG funding recommendations presented to City Council for approval

****Note: Dates are subject to change.***