

**CONSOLIDATED PLAN ADVISORY BOARD (CPAB)
MINUTES**

WEDNESDAY, JANUARY 11, 2017

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• Gary Wong, Council District 6• Richard Thesing, Council District 7	<ul style="list-style-type: none">• Sara Berns, Council District 2

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	13 people signed the attendance sheet

Call to Order

Ms. Vicki Granowitz called the meeting to order at 9:04 a.m. with five Board members present. Quorum was achieved at the same time.

Approval of Minutes

Ms. Granowitz called for a motion to approve the November 9, 2016 meeting minutes. Mr. Joe LaCava moved to approve the minutes; the motion was seconded by Mr. Ken Malbrough. The minutes were then approved unanimously.

The December 14, 2016 meeting notes were received and filed by the Board. There was no quorum for that meeting, and the notes are for reference only.

Board Announcements

- Mr. Malbrough informed the Board of his planned absence during the March 8, 2017 meeting.
- Ms. Granowitz mentioned that candidates for the Council District 8 and 9 seats on the Board were currently being vetted by the Mayor's Office.

Staff Announcements

- There were no staff announcements.

Non-Agenda Public Comment

- Mr. Robert McNamara expressed his appreciation of staff's inclusion of the draft meeting minutes with the distributed agenda.

Agenda Item(s)

Action Item 6a:

FY 2018 CDBG Applications: CPAB Review Process

Ms. Michele Marano reminded the Board of the upcoming need to score CDBG project proposals in February 2017 and the option it has of forming ad hoc committees to get direction on the evaluation process and ask staff questions. Board members discussed the pros and cons of setting up ad hoc committees, during which scores are not deliberated or determined. Mr. Malbrough then moved to create ad hoc committees, provided that each one did not constitute the number of members that would result in a quorum of the Board. Mr. Rich Thesing seconded the motion, which was approved unanimously. *Please see attached presentation for more information.*

Discussion Item 7a:

FY 2018 Request for Qualifications (RFQ) Process Review

Ms. Marano provided a brief recap of the FY 2018 RFQ process and discussed future enhancements. *Please see attached handout for more information.*

Discussion Item 7b:

FY 2018 Request for Proposals (RFP) Release and Economic Development Grants Management System (EDGrants)

Mr. Ulysses Panganiban provided a high-level overview of the RFP process, including an overview of [EDGrants](#) that will be used to administer the RFP processes, execute contracts with CDBG funding subrecipients, monitor subrecipient performance, and generate program data and compliance reports. *Please see attached handout for more information.*

Adjournment

- Meeting adjourned at 10:05 a.m.

Economic Development

FY 2018 Ad Hoc Committees

Consolidated Plan Advisory Board
January 11, 2017

The City of

SAN DIEGO

SD

Economic Development

Ad Hoc Committees

❖ Ad Hoc Committees may be formed by CPAB chair, if deemed necessary

❖ May not consist of a majority of CPAB members

❖ Currently – six (6) seated CPAB members

❖ Staff is available for one-on-assistance with CPAB (in lieu of staffing Ad Hoc Committees)

❖ Meetings would occur in February 2017

Ad Hoc 1

3 CPAB members

Ad Hoc 2

3 CPAB members

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Economic Development Department

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 Economic Development

Thank you

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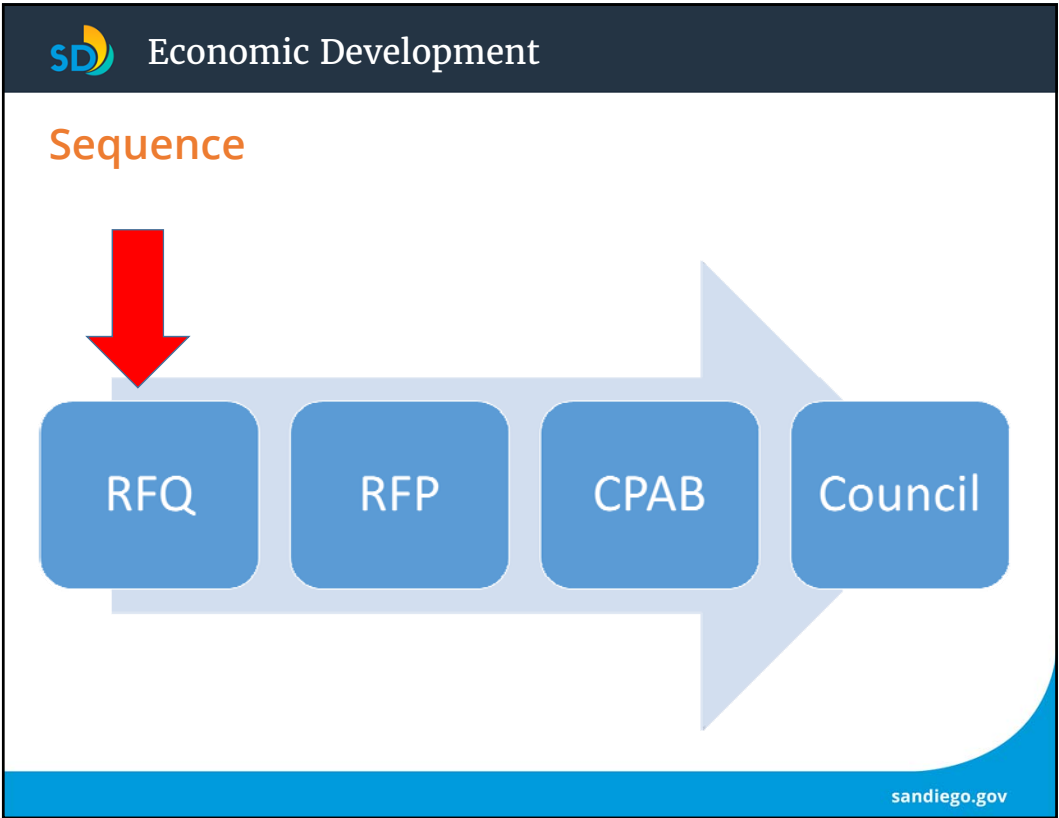
Economic Development


FY 2018 CDBG Request for Qualifications (RFQ) Summary

Consolidated Plan Advisory Board
January 11, 2017

The City of

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RFQ Process

RFQ Workshops


RFQ Release

RFQ Submittal Deadline

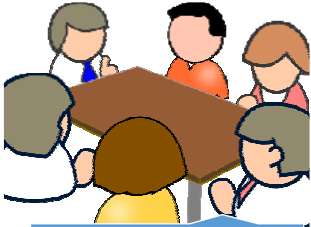
- Nonprofit Academy: August 9 and 10, 2016
- *Are You CDBG-Ready?* Workshop: October 17, 2016

- October 24, 2016
- November 18, 2016

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Economic Development

Applicant Support




Technical Assistance

5 – half-hour (30-minute) appointments



Questions & Answers

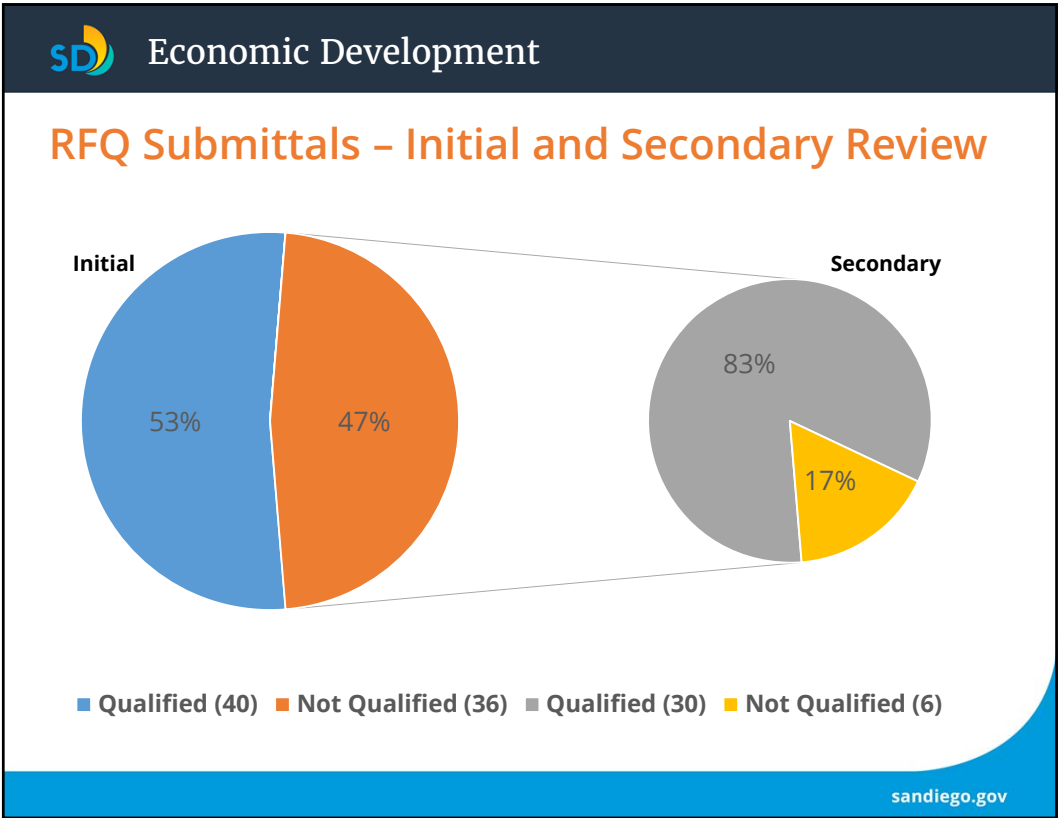
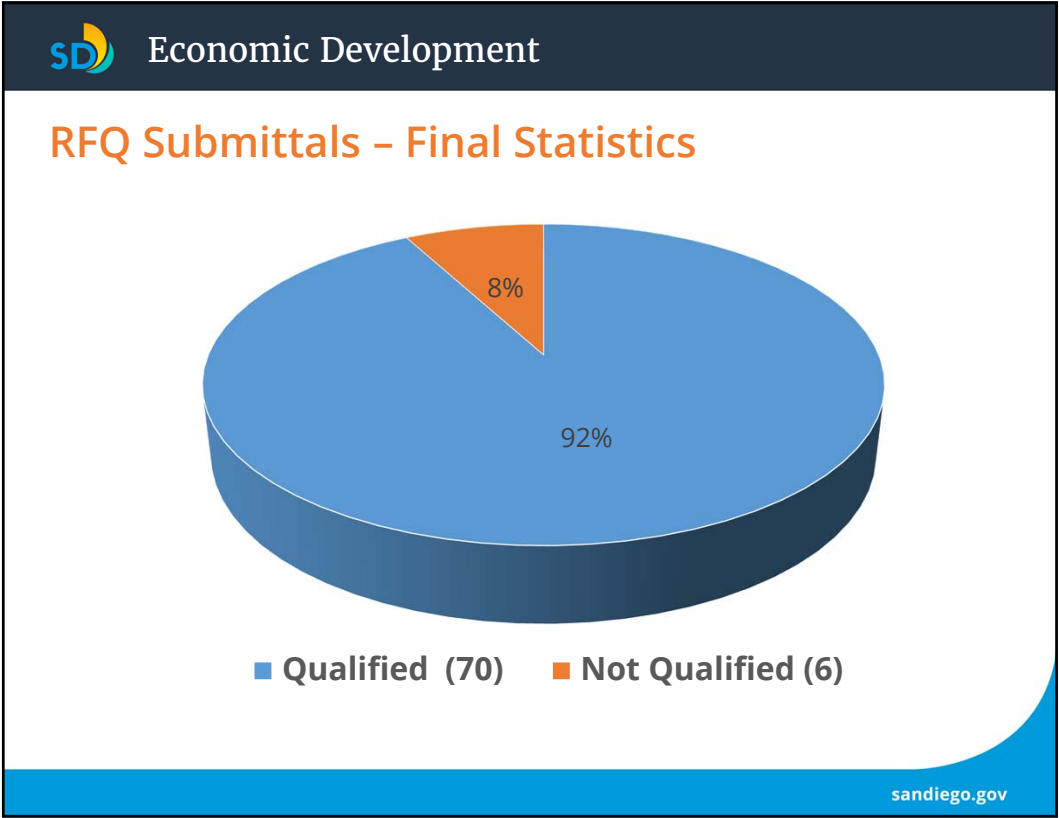
52 – questions asked and answered via CDBG@sandiego.gov




FAQs Published

FAQ #1 – Nov 2 (28 questions)
FAQ #2 – Nov 10 (5 questions)

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 Economic Development

Common Disqualifiers

- DUNS number not registered, inactive, or expired
- No audited financial statement
- No Single Audit, when required
- Missing letters of determination re: tax exempt status

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 Economic Development

Feedback / Future Enhancements

- Timeline considerations
- Length of time to respond
- Additional pre-application workshops
- General requirements: financial statements, etc.
- Other feedback

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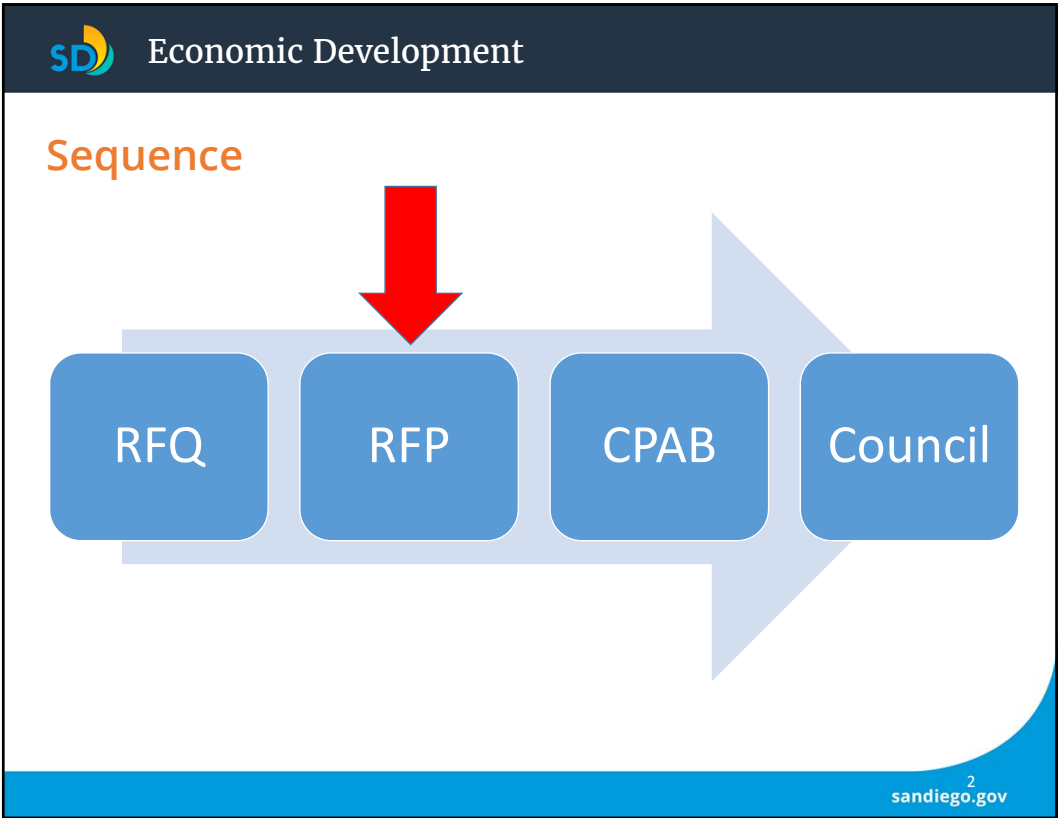
Economic Development

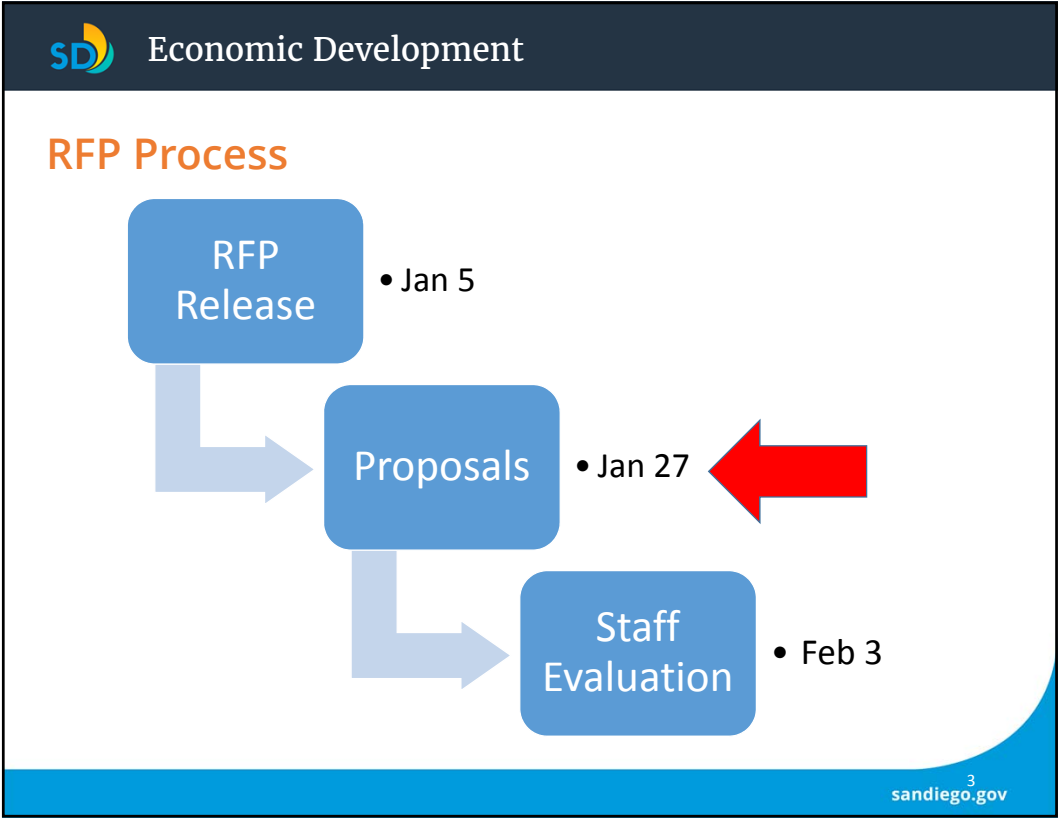
FY 2018 RFP Process and EDGrants Overview

Consolidated Plan Advisory Board
January 11, 2017

The City of

SAN DIEGO





 Economic Development

Applicant Support


Technical Assistance


Questions & Answers


RFP Handbook


Resources, Webinars, & Guides


Mandatory Workshop

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 Economic Development

Mandatory RFP Workshop

- January 9 and 12
 - Three sessions - Skyline Hills Branch Library
- Topics Covered
 - City of San Diego's CDBG Program
 - FY 2018 Scoring Criteria and RFP Questions
 - Submittal Requirements
 - Additional Information for Construction Projects
- Over 110 attendees

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 Economic Development

Mandatory RFP Workshop



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 Economic Development

Goal


Technical Assistance


Consulting & Research


RFP Handbook


Webinars & Guides


Workshop



Accurate,
Complete,
Clear, and
Eligible
Proposals


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 Economic Development

EDGrants

- Economic Development Grants Management System (EDGrants) → <https://edgrants.force.com>
- Customer relationship management solution:
 - Administer RFQ/RFP process, **including CPAB evaluation and scoring**
 - Execute contracts with funding recipients
 - Monitor subrecipient performance
 - Generate program data and compliance reports

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 Economic Development

EDGrants Demo (Webinars)


Organization Registration

- How to open an account

Basic Navigation

- How EDGrants works in a nutshell

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 **Economic Development**

Next Steps

01/05/17	FY 2018 CDBG NOFA and Request for Proposals (RFP) released
01/27/17	FY 2018 CDBG RFP submittals due on or before 3:00 PM
01/30/17 – 02/03/17	Community Development Division (CDD) RFP Review
02/06/17	FY 2018 CDBG RFP submittals available to CPAB members for review and scoring (EDGrants training to CPAB will be provided)
02/08/17	Applicable agencies are notified of final eligibility determination based on CDD staff review of RFP materials
02/28/17	CPAB FY 2018 CDBG RFP scoring results submitted to CDD office
03/08/17	CPAB Meeting: <ul style="list-style-type: none">• FY 2018 CDBG RFP scores ratified and funding allocation recommendations forwarded to City Council for approval• FY 2018 CDBG City Projects funding allocation recommendations forwarded to City Council for approval

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