

CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MINUTES

WEDNESDAY, JULY 12, 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 (late) • Richard Thesing, Council District 7 • Claudia Dunaway, Council District 8 • Peter Dennehy, Council District 9 	<ul style="list-style-type: none"> • Sara Berns, Council District 2 • VACANT, Council District 5

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 • Leo Alarcon, Community Development Project Manager 	5 people signed the attendance sheet

Call to Order

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

Approval of Minutes

Ms. Granowitz called for a motion to approve the June 14, 2017 meeting minutes. Mr. Joe LaCava moved to approve the minutes with a revision to the minutes to include which board member had an abstention or no vote. The motion was seconded by Mr. Ken Malbrough. The minutes were then approved 6–0.

Board Announcements

There were no Board announcements.

Staff Announcements

- Ms. Michele Marano stated that the Department of Housing and Urban Development (HUD) released the final allocations for Fiscal Year (FY) 2018 (Federal Program Year 2017). The City received a slight increase from last year and the total CDBG allocation is \$10,912,952. The HOME and ESG grants received minor decreases, but the HOPWA grant received an increase. The amounts will be available in the Final 2018 Annual Action Plan, which will be submitted to HUD by the August 16 deadline.
- Ms. Marano also stated that the FY 2018 agreement process is in progress for the CDBG recipients using the ED Grants system. Staff will continue working with the agencies to have the contracts executed in the near future.
- Ms. Marano reminded agencies of the Monthly Programmatic Reports (MPR) and Request for Reimbursements (RFR) training which will be held on August 9 and 10th at the Skyline Hills library. This training will be conducted in the computer lab to ensure agencies are comfortable submitting the MPRs and RFRs through the ED Grants system.
- Ms. Marano stated that the next Nonprofit Academy is scheduled to be August 22 and 23rd at the USD. The Nonprofit Academy is a free, two day workshop intended to assist local nonprofits in a variety of topics.
- Ms. Marano mentioned the availability of the FY 2016 Economic Development Department Annual Report which summarizes the activities of the Department for Fiscal Year 2016.
- Ms. Marano reiterated that there is currently one vacancy on the CPAB and that there will be future vacancies. Anyone interested in serving on the board should submit an application to the City Clerk office.

Non-Agenda Public Comment

- There were no non-agenda public comments.

Agenda Item(s)

Discussion Item 6a:

Update: San Diego Misdemeanants At-Risk Track (SMART) Property Acquisition

Mr. Stephen Maduli-Williams provided a brief update regarding the SMART property acquisition presented at the July CPAB meeting. The acquisition will be presented to City Council on Monday, July 17. If it passes, the next phase would be to start the Conditional Use Permit (CUP) process and return to City Council at a later date for approval. *(Please note, City Council approved the acquisition).*

Discussion Item 6b:***Report on Ad Hoc Committee Discussion Regarding Fiscal Year 2019 Scoring Criteria and Performance/Cash Management***

Mr. Ulysses Panganiban presented feedback collected from the Ad Hoc committees regarding the FY 2019 Scoring Criteria and the Performance and Cash management evaluation for organizations. *Please see attached handout for more information.*

Adjournment

- Meeting adjourned at 10:21 a.m.

Economic Development

FY 2019 Scoring Criteria
Revisions and Recommendations

Consolidated Plan Advisory Board
July 12, 2017


The City of

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Economic Development

Why have a set of scoring criteria?



Eligibility

- Policy
- Requirements

Proposal

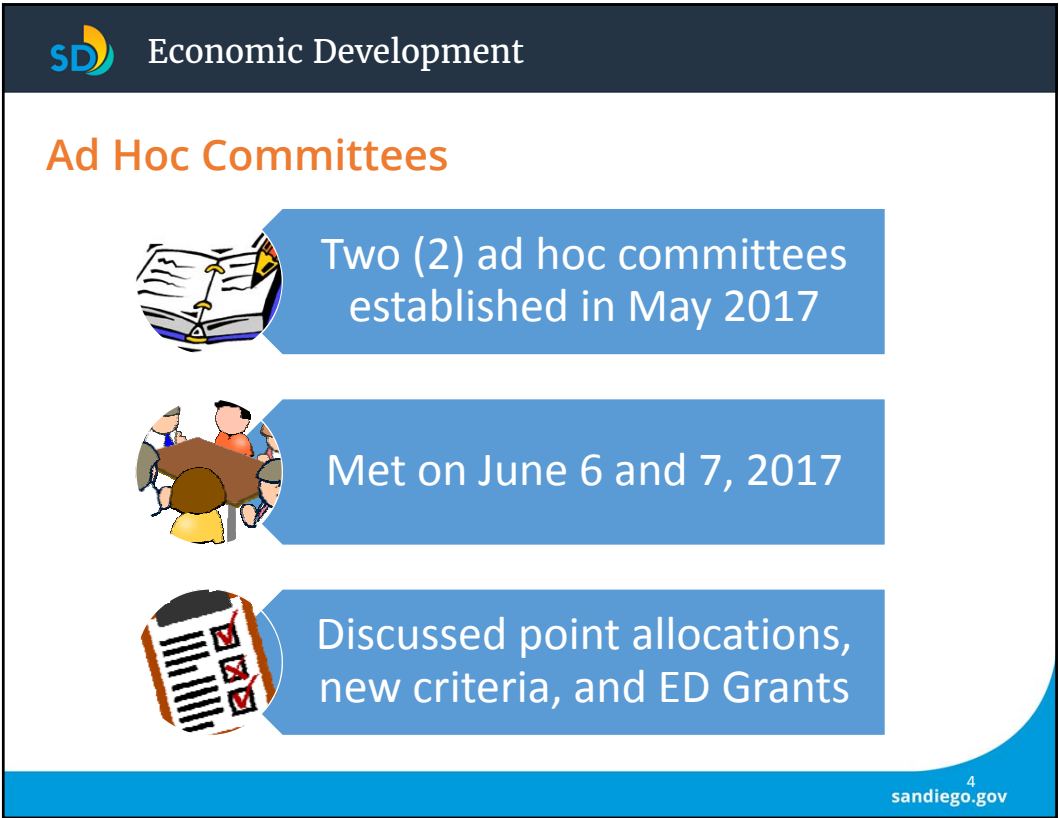
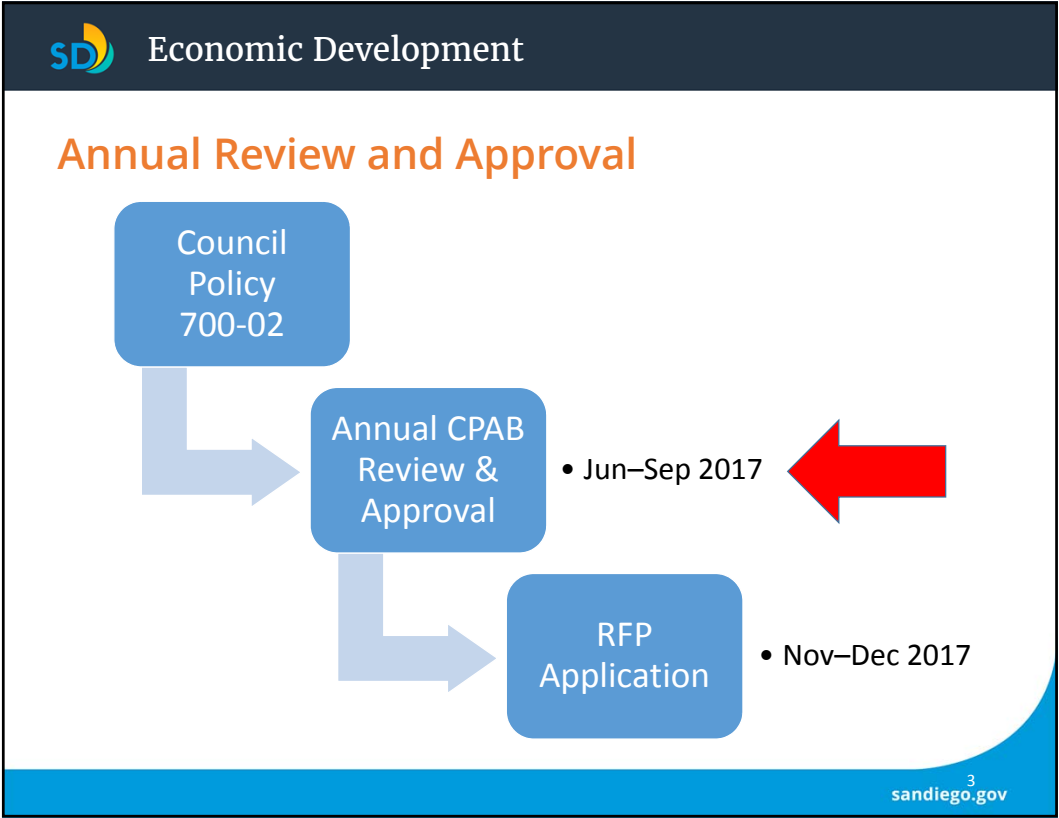
- Questions
- Applicant Aid

Scoring

- Guide
- Rubric

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Salient Points Discussed at Ad Hoc Meetings

- Rearrange criteria more logically (e.g., group related ones and eliminate duplicates)
- Include Promise Zone when awarding “Geographic Targeting” points
- Increase maximum points subtractable due to performance



Salient Points Discussed at Ad Hoc Meetings

- Develop annotations to criteria to help applicants craft responsive answers and guide CPAB reviewers in what to look for
- Develop basic rubric to help CPAB reviewers be consistent with each other (e.g., identify what a ‘1’ is versus a ‘5’ generally)


Economic Development

Salient Points Discussed at Ad Hoc Meetings

- Establish single-family home rehabilitation projects as separate RFP category (with its own criteria) from Nonprofit CIP category
- Establish Challenge Grant RFP category criteria for small/mid-sized organizations

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Economic Development

Sample Revisions, Annotations, and Rubric

Current Criterion	Proposed Revision
Applicant clearly explains the expected results of the proposed project and how it will result in the provision of a new service or the expansion of an existing service.	<i>Applicant explains the expected results of the proposed project.</i> ----- <i>Applicant explains how the proposed project will increase the number of benefitting LMI clients from current levels.</i>

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Economic Development

Sample Revisions, Annotations, and Rubric

Current Question	Proposed Revision
Explain the expected results of the proposed project and how it will result in the provision of a new service or the expansion of an existing service.	<p><i>What specific results does your organization expect by implementing the proposed project?</i></p> <p>-----</p> <p><i>How will the proposed project increase the number of benefitting LMI clients from current levels?</i></p>

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Economic Development

Sample Revisions, Annotations, and Rubric

Proposed Question	Proposed Annotation
What goals does your organization anticipate meeting by implementing the proposed project?	<p><i>Itemize and describe the goals your organization has for the proposed project (e.g., a new room, expanded tutoring service to pre-teens, new Vietnamese-language small business start-up assistance module, etc.). For the purposes of this application, "goals" are what your organization wants to <u>implement or provide</u>; "results" are the effects of what is <u>implemented or provided</u>. Goals should be realistic with measurable results and should be achievable within 12 months (for non-construction projects and single-family home improvements) or 24 months (for construction projects except single-family home improvements). Staff and reviewers want to get a clear picture of what they should be seeing after project closeout.</i></p>

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Economic Development

Sample Revisions, Annotations, and Rubric

Proposed Question	Sample Rubric
What are the characteristics of the LMI clients targeted by the proposed project?	<i>5 - Clearly describes each characteristic of the target LMI clientele with insight specific to the proposed project. Cites three or more credible sources of data and information. The characteristics focused on directly link with the proposed project and add to why it should be funded. 3 - Descriptions tend to be general and may lack specific insights. Only one or two sources are cited, indicating less thorough research done. Descriptions are good but do not necessarily add to why the proposed project should be funded. 1 - The descriptions are poor and/or unclear and at times irrelevant to the proposed project. One or zero sources of information and data are cited; sources may not be credible or not well known. Descriptions do not make a compelling argument as to why the proposed project should be funded.</i>

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Economic Development

Challenge Grant for Small/Emerging Orgs

- Build capacity of small/emerging organizations to compete for CDBG and other funding
- Help diversify and increase pool of successful CDBG subrecipients
- Strong organizations contribute to better and more services and ultimately better communities

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 Economic Development

Challenge Grant for Small/Emerging Orgs

- Initial Program Design Ideas:
 - 10 awards at \$50,000 each for PS projects
 - Enrollment in 6-month Nonprofit Accelerator Program for CEO/President
 - Completion of audit of organization’s financial statements
 - Selection based on proposed project (public services) to be scored by CPAB
 - City staff to use RFQ process to identify and qualify organizations for participation

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 Economic Development

Tentative Schedule

Date	Action
July 2017	Collect feedback from CPAB and incorporate into draft
August 2017	Present draft sets of scoring criteria to CPAB
September 2017	Obtain CPAB approval of final scoring criteria for FY 2019 use

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Economic Development

Performance and Cash Management Recommendations

Consolidated Plan Advisory Board
July 12, 2017

The City of

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 Economic Development

Background

Performance Management

Cash Management

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Timeliness


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 Economic Development


Ad Hoc Committees



One (1) ad hoc committee established in May 2017




Met on June 6 2017



Discussed performance incentives, deployment of unused/returned funds

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 Economic Development

Salient Points Discussed at Ad Hoc Meetings

- Negotiate hard deadline for each construction project milestone
- Establish expenditure “burn rate” milestones with hard deadlines
- Require permits/drawings at RFQ/P → may disadvantage small nonprofits without resources to prepare shovel-ready projects

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Salient Points Discussed at Ad Hoc Meetings

- Limit CDBG funds to construction project types “easier” and “faster” to complete
- Prohibit RFP participation for two years if organization had its award canceled or recouped by City
- Require secured funding evidence to minimize budget delays impacting construction project completion



Salient Points Discussed at Ad Hoc Meetings

- Procure construction cost estimator to help validate feasibility of proposal budgets and schedules and train CPAB
- Host special NCIP workshops during RFP to ensure ready projects
- Allow transfer of funds from underperforming construction projects to ready ones mid-year


Economic Development

Salient Points Discussed at Ad Hoc Meetings

- Establish strict expenditure milestones for non-construction projects and consequences for noncompliance
- Establish supplemental NOFA/RFP process to address reprogrammed and unused funds within same year

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Economic Development

Tentative Schedule

Date	Action
July 2017	Collect feedback from CPAB
August 2017	Analyze feedback and determine feasibility
September 2017	Obtain CPAB approval on any policy/program changes

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