

CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MINUTES

WEDNESDAY, OCTOBER 11, 2017

SAN DIEGO CIVIC CONCOURSE – NORTH TERRACE ROOMS 207–208
202 'C' STREET, SAN DIEGO, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
• Joe LaCava, Council District 1 • Vicki Granowitz, Council District 3 • Sara Berns, Council District 2 • Ken Malbrough, Council District 4 • Richard Thesing, Council District 7 • Claudia Dunaway, Council District 8 • Peter Dennehy, Council District 9	• Gary Wong, Council District 6 • VACANT, Council District 5

STAFF PRESENT	ATTENDANCE SHEET
• Stephen Maduli-Williams, Program Manager, Community Development • Leonardo Alarcon, Community Development Specialist • Ulysses Panganiban, Community Development Specialist • Mike Nguyen, Community Development Project Manager • Michelle Harati, Community Development Project Manager	12 people signed the attendance sheet

Call to Order

Ms. Vicki Granowitz called the meeting to order at 9:03 a.m. with seven board members present. A quorum was achieved at the same time.

Approval of Minutes

Ms. Vicki Granowitz called for a motion to approve the September 13, 2017, meeting minutes. Mr. Joe LaCava moved to approve the minutes. Mr. Ken Malbrough seconded the motion. The minutes were then approved 7–0.

Board Announcements

- Ms. Granowitz announced that she had been contacted by the Mayor's office as she is over her term and will be serving as Chair until replaced.
- Ms. Granowitz noted that she had been awarded the Planning Advocate of the Year by the American Association of Planners for the local and California chapters.

Staff Announcements

- Mr. Ulysses Panganiban shared the results of Request for Qualifications (RFQ) workshop, held on September 27th at the Malcolm X Branch Library. The workshop provided an overview of the CDBG program, RFQ requirements, and ED Grants Portal to a total of 79 attendees. 29 written questions were submitted to staff with some answered in person and others posted on the FAQ page on the ED Grants website. For those unable to attend, all materials are available on [ED grants](#) and the [City of San Diego's CDBG website](#).
- Mr. Panganiban stated that the RFQ had been released on 10/02/2017 via ED Grants. For FY 2019, two RFQ tracks were established. The first standard track is for established organizations with audited financial statements. The second, capacity building track, is designed for small and emerging non-profit organizations that have potential but could use support in expanding capacity to carry out projects and compete for funding. Organizations must have been in existence for 2 years, have no more than \$500K in annual revenue as listed in their 2016 tax return and instead of audited financial statements submit their 2016 tax return. If organizations meet these conditions during the RFQ period, they will be invited to submit a Public Services project proposal. Any organizations that are awarded funding will receive \$50,000 towards their project and ensure that by the end of the year the organization has audited financial statements to allow them to compete for other funding streams.
- Mr. Panganiban noted that since the RFQ release, staff have posted 31 responses on the FAQ page on the ED Grants website, conducted 5 technical assistance appointments with organizations, and have addressed numerous email questions in regards to registration and access issues on ED Grants. Staff has provided two step by step guides to resolve problems and lead applicants throughout the ED Grants RFQ process.
- Mr. Panganiban stated that the RFQ notice was sent out via distribution lists to over 600 email addresses. Council Offices received notification and staff have been working with partners in the Promise Zone and the University of San Diego to disseminate information on RFQ opportunities. Currently, staff are working on display ads to put in local newspapers.
- Mr. Panganiban specified the following key dates; staff will continue to answer questions on RFQs until October 23rd, technical assistance appointments are available until October 20th, RFQs are due on November 3rd with approval or denial

notifications sent out by November 17th. The Request for Proposals (RFP) are expected to release on November 27th with a submittal deadline of January 16, 2018.

- Mr. Stephen Maduli-Williams noted that the City of San Diego received two awards from the International Economic Development Council (IEDC). Mr. Maduli-Williams presented one of the plaques accepted to Laura Dietrick from the University of San Diego for the 2017 Excellence in Economic Development Gold Award in the Partnerships with Educational Institutions category for its creation of the Nonprofit Academy (NPA). *Please see [press release for additional information](#).*
- Mr. Leonardo Alarcon introduced Michelle Harati as a new staff member to the City's Economic Development Department who will be working with the CPAB and supporting a number of projects.

Non-Agenda Public Comment

N/A

Agenda Item(s)

Action Item 6a:

Fiscal Year (FY) 2019 Scoring Criteria Revisions and Recommendations

- Mr. Alarcon presented the final updates and revisions to the Scoring Criteria for FY 2019 Request for Proposal responses. These revisions incorporated feedback given at the August CPAB meeting and covered the rearrangement of sections to improve flow and reallocation of points. Mr. Alarcon noted that on October 2, 2017, the city approved an update on San Diego's Emergency Shelter Declaration to expedite efforts to reduce homelessness and stop the spread of Hepatitis A. The Economic Development Department received direction from the Mayor's office to prioritize projects that provide homeless services. As such, a new section has been added to all RFPs to include a question on the provision of homeless services with a maximum of 2 points allocated. *Please see attached presentation for more information.*

Public Comments:

Keryna Johnson, Council District 9 representative, asked if workforce development or economic development projects will still be funded.

Ms. Granowitz called for a motion to approve the revisions to the Fiscal Year 2019 Request for Proposal Scoring Criteria with the following modifications:

- o Additional measurement of 20% minimum for homeless services provision

- o Other language within Section 2.a.ii to include "...which should include details on how ..." to provide specification on service delivery

Mr. Rich Thesing made the motion, which was seconded by Ms. Sara Burns. The motion was approved 7-0.

Discussion Items 7:

a. Summary of Nonprofit Academy

Laura Deitrick, Associate Director of the Nonprofit Institute at USD, provided an update on the most recent Nonprofit Academy. The Nonprofit Academy serves to broaden and deepen the pool of nonprofits contracting with the City and allow for organizational capacity building. *Please see attached presentation for more information.*

b. Small Business Revolving Loan Fund, Business Assistance Fund & Business Accelerator

James Davies, Community Development Coordinator in the Community Development Division, provided an update on the Small Business Revolving Loan Fund, Business Assistance Fund and the Business Accelerator programs. *Please see attached presentation for more information.*

Adjournment

- Meeting adjourned at 10:35 a.m.

Economic Development

Draft Fiscal Year 2019 Scoring Criteria: All Categories

Consolidated Plan Advisory Board
October 11, 2017

The City of

SAN DIEGO

 Economic Development

Key Points

Rearrange Sections

Annotations

Scoring Matrix

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 Economic Development

FY 2019 Scoring Criteria Sections

FY 2018

Category	Points
1. Project Characteristics	30
2. Organizational Capacity	15
3. Budget	20
4. Project Benefits	13
5. Project Specifics	22

*Proposed (in August)*FY 2019

Category	Points
1. Project Characteristics	30
2. Project Specifics	21 18
3. Project Benefits	15 20
4. Organizational Capacity	14 12
5. Budget	18

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 Economic Development

Scoring Criteria Recommendations

- ✓ Section 2. a. ii.: Combine ii. and iii. into one section worth 5 points
- ✓ Section 3.a.: Increase point total to 12
- ✓ Section 3.d. : Change “located at or near” to “residing in”
- ✓ Section 3.c. & d.: Added Promise Zone
- ✓ Section 6. b.: Add “No Deficiencies (0)” to Performance Indicators
- ✓ Section 6: Language for FY 2020 application cycle to include stated versus actual leveraged funding will be evaluated

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 Economic Development

Revision not discussed

- ✓ **Homeless Services:** Applicant describes how the project will provide services to homeless individuals.

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 Economic Development

Community/Economic Development Recommendations

- ✓ Section 1 d i.: Eliminate "Households"; only businesses assisted
- ✓ Section 3.b.: Eliminate "Households"

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Economic Development

Section 1: Project Characteristics

Category	Criteria	Reviewer Score	Maximum Score
1. Project Characteristics (30 pts)	a. Project Summary: Description of project includes all of the following items:		
	i. Activities and/or services to be provided;		5
	ii. Characteristics of Population(s) to be served; and		5
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s).		5
	b. New service or expansion: Applicant defines the expected results of the proposed project		5
	c. Project Goals: Applicant identifies the goal(s) of the project and describes how these goals will be met.		5
	d. Project results: Applicant identifies the results of the project: i. Number of unduplicated City of San Diego individuals or households to be assisted; OR ii. Number of unduplicated City of San Diego businesses to be assisted.		5

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Economic Development

Section 3: Project Benefits

3. Project Benefits (4620 pts)	Community & Economic Development a. Applicant clearly describes how the project will provide services to high need populations and provides the sources used for this determination. CED projects must be considered a Low and Moderate Income limited Clientele Activity (LMC) by serving one of the following populations: i. Presumed Low Income Clientele as defined by HUD* or ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income. OR b. Low to Moderate Income Housing (LMH): Units occupied by Low and Moderate Income persons.		912
	b. Homeless Outreach: Applicant describes how the project will provide services to homeless individuals.		2
	c. Geographic Targeting location: Applicant's main office(s) is located in at least one of the Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, or Promise Zone .*		1
	d. Geographic Targeting services: Applicant has presented clear service delivery to clients located at or near residing in one or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights or Promise Zone .*		25

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Nonprofit Capital Improvement & Sustainability Recommendations

- ✓ Section 1 d i. & ii.: Clarify either “households” or “individuals”
- ✓ Section 2.a.: Changed title to “Contract Execution Readiness”
- ✓ Section 2.a.ii.: Added “provides documentation” for not needing permit
- ✓ Section 2.a.iii.: Included City Permit Application (form DS3032)



Nonprofit Capital Improvement & Sustainability Recommendations

[illegible][illegible]

 Economic Development

Nonprofit Capital Improvement & Sustainability Recommendations

- ✓ Section 3 a-c: Points reduced to 7 (to accommodate Homeless Section)
- ✓ Section 2.a.: Changed title to "Contract Execution Readiness"
- ✓ Section 6.a. iii.: Environmental Review moved from Section 3 in FY 18 to Section 6

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 Economic Development

Requested Action

The CPAB approves the revisions to the Fiscal Year 2019 Request for Proposal Scoring Criteria

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 Economic Development

Thank you

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CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM
Category: NONPROFIT CIP & HOUSING REHABILITATION (Sustainability)

OVERALL SCORE:

Category	Criteria	Reviewer Score	Maximum Score
1. Project Characteristics (30 pts)	a. Project Summary: Applicant provides a clear project summary which includes: <u>Description of project includes all of the following items</u>		
	i. Brief description of the project including resulting activities <u>Activities</u> and/or services to be provided; and		5
	ii. Characteristics of Population(s) to be served; and		5
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s).		5
	(Applicant should either answer B. i., ii and iii. OR B. iv, v, and vi.)		
	b. Applicant clearly explains how the proposed project will result in energy efficiency, water efficiency, and/or waste diversion <u>improvements</u> to an existing facility or housing : i. <u>Facility Improvements</u> : Describe and quantify the sustainability improvements proposed to the facility; AND ii. Explain the methodology used to quantify the proposed sustainability improvements; AND iii. Describe applicant's reinvestment plan for the "cost savings" or "cost avoidance" resulting from the proposed improvements; OR iv. <u>Housing Rehab</u> : Describe and quantify the proposed sustainability improvements proposed for the housing units; v. Explain the methodology used to quantify the proposed sustainability improvements; AND vi. Describe the anticipated "cost savings" or "cost avoidance" (per household) as a result of the proposed improvements.		5
	c. <u>Project goals</u> : Applicant clearly identifies the goal(s) of the project and describes how these goals will be met in relation to the Climate Action Plan.		5
	d. <u>Project Results</u> : Applicant clearly identifies the results of the project <u>lists either</u> : i. Number of unduplicated City of San Diego individuals or households to be assisted; or		5

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CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM
Category: NONPROFIT CIP & HOUSING REHABILITATION (Sustainability)

	ii. Number of unduplicated City of San Diego businesses-households to be assisted.		
2. Project Specifics (23 pts)	a. Applicant clearly describes Contract Execution Readiness: Extent to which a-the proposed project is ready to proceed by <u>the following detailing details that:</u>		
	i. Total amount of CDBG funds requested is justified by accurate cost estimations; <i>-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.</i>		4
	Clearly <u>dii. Describes and shows</u> all applicable permits have been identified, planned for, and/or secured. If permits not needed, applicant clearly describes-provides <u>documentation</u> basis of that determination.		2
	iii. <u>City Permit Application and/or Architectural plans</u>		<u>5</u>
	i- <u>b. Project Schedule:</u> Applicant has clearly described how the project will be completed and funds expended within the required 24-month timeline specifying key milestones: a. Permitting and design completion b. Project will be released for bid c. Construction contract awarded d. Anticipated Construction Timeline e. 100% expenditure level Project completion, beneficiaries reported (National Objective met), and close out report approved by HUD <u>CDD</u> Programs staff		12

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CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM
Category: NONPROFIT CIP & HOUSING REHABILITATION (Sustainability)

3. Project Benefits (13 pts)	<i>(Applicant should either answer a., d. and e., b., d. and e., or c. d. and e.)</i> a. Applicant clearly describes how the project will provide services to high need populations and provides the references used for this determination. Public Projects must be considered a Low and Moderate Income Limited Clientele Activity (LMC) by serving one of the following populations: i. Presumed Benefit low income clientele as defined by HUD*; or ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income. OR b. Low and Moderate Income Housing (LMH): Units occupied by low and moderate income persons. OR c. Low and Moderate Income Area Benefit (LMA): Facility or improvements will provide activities that are available to benefit all the resident of an area which is primarily residential and that has a service area that qualifies with a majority of HUD eligible census block groups*.		97
	<u>d. Homeless Services: Applicant describes how the project will provide services to homeless individuals</u>		2
	Geographic Targeting: Proposed facility or housing improvements are located in at least one of the Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, <u>or Promise Zone</u>*.		1
	e. Geographic Targeting: Applicant has presented clear service delivery to clients located at or near <u>residing in</u> one of more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, <u>or Promise Zone</u>*.		3
4. Organizational Capacity (12 pts)	a. Organization Project Experience: Applicant describes their experience in successfully implementing projects of similar scope and of comparable complexity.		5
	b. Organization Experience w/ LMI clients: Applicant has experience in providing services to low and moderate income residents or presumed low and moderate income CDBG beneficiaries.		3

CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM
Category: NONPROFIT CIP & HOUSING REHABILITATION (Sustainability)

	c. Collaboration: Applicant describes collaboration with similar organizations, peer to peer networks, and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients.		4
5. Project Budget (18 pts)	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 maintenance of improvements.		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.		3
	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: 0% – 5% (0 points) 41% – 60% (3 points) 6% – 20% (1 points) 61% – 80% (4 points) 21% – 40% (2 points) 81% – 100% (5 points)		5
6. Project Eligibility & Performance Indicators	b. a. Project Eligibility		
	i. The Scope of Work and Budget, in its entirety, demonstrates compliance CDBG eligibility requirements	CDD score	1
	iii. The eligible Scope of Work and Budget demonstrates compliance with meeting National Objectives and other HUD requirements; and	CDD score	1
	iii. The level of Environmental Review (City, State and Federal) needed has been identified and planned for, as demonstrated by HUD Programs staff verification; and	CDD score	2
	b. 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> - No deficiencies (0) - Minor deficiencies (-1) - Moderate deficiencies (-2) - Significant deficiencies (-3) Performance Indicator data collected from FY 2015–FY 2016–2017 for FY 2018–2019 evaluations; applications stated leveraged funding will be evaluated for FY 2020 application cycle	CDD score	-3

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CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM
Category: PUBLIC SERVICES

**Overall
Score:**

Category	Criteria	Reviewer Score	Maximum Score
1. Project Characteristics (30 points)	a. Project Summary: Description of project includes all of the following items		
	i. Activities and/or services to be provided; and		5
	ii. Characteristics of Population(s) to be served; and		5
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s)		5
	b. New service or expansion: Applicant defines the expected results of the proposed projects		5
	c. Project Goals: Applicant identifies the goal(s) of the project and describes how these goals will be met.		5
	d. Project Results: Applicant lists the number of unduplicated COSD individuals and total number of LMI anticipated to be served below 80% AMI		5
2. Project Specifics (21-18 points)	a. Services to be provided: Applicant provides a listing of the services to be provided and a clear description of each of these services which includes, as applicable, the following details:		
	i. The quantity and duration of each of these services;		3
	ii. The method of delivery; <u>which should include whether these services will be provided on an individual basis and/or group settings; and</u>		35
	iii. Details regarding whether each of these services will be provided on an individual basis and/or group settings; and		5
	iv.iii. An explanation and justification for total amount of CDBG funds requested in relation to the services provided and any fees charged.		5
	b. Project Schedule Applicant describes how the project will be completed within the required 12-month timeline with appropriate milestones and estimated expenditures per month/quarter		5



CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM
Category: PUBLIC SERVICES

3. Project Benefits (15-20 points)	a. Applicant describes how the project will provide services to high need populations and provides 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: i. Presumed low income clientele as defined by HUD*; or ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income.		<u>9</u> ¹²
	b. Homeless Services: Applicant describes how the project will provide services to homeless individuals.		<u>2</u>
	b.c. Geographic Targeting location: Applicant's main office(s) is located in at least one of the Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, or Promise Zone*.		1
	c.d. Geographic Targeting services: Applicant presents service delivery to clients located at or nearresiding in one or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, or Promise Zone.*		5
4. Organizational Capacity (14-12 points)	a. Organization Project Experience: Applicant describes their experience in successfully implementing projects of similar scope and of comparable complexity.		5
	b. Organization Experience w/ LMI clients: Applicant has experience in providing services to low and moderate income residents or presumed low and moderate income CDBG beneficiaries.		3
	c. Collaboration: Applicant describes collaboration with similar organizations, peer to peer networks, and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients.		4
35. Budget (18 points)	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



CONSOLIDATED PLAN ADVISORY BOARD
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Category: PUBLIC SERVICES

	b. Budget for project identifies all sources of funding for the total project costs.		5
	c. Budget details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.		3
	d. Budget 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: 0% – 5% (0 points) 41% – 60% (3 points) 6% – 20% (1 points) 61% – 80% (4 points) 21% – 40% (2 points) 81% – 100% (5 points)	(CDD score)	5
6. Project Scope Eligibility & Performance Indicators	a. Project Eligibility		
	i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements	CDD score	1
	ii. The Scope of Work and Budget demonstrates compliance with National Objective and other HUD and City requirements	CDD score	1
	b. 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 program*. <i>These are subtractive points from maximum 100 point score, determined by performance levels:</i> • <u>No deficiencies (0)</u> • Minor deficiencies (-1) • Moderate deficiencies (-2) • Significant deficiencies (-3)	CDD score	-3
Performance Indicator data collected from FY 2015 / FY 2016-2017 for FY 2019 evaluations; application stated leveraged funding will be evaluated for FY 2020 application cycle			

CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2018-2019 CDBG APPLICATION EVALUATION FORM
Category: NONPROFIT CIP & HOUSING REHABILITATION

Overall Score:

100

Category	Criteria	Reviewer Score	Maximum Score
1. Project Characteristics (30 pts)	a. Project Summary: Applicant provides a clear <u>Description of project summary which includes all of the following items:</u>		
	i. Brief description of the project including resulting activities <u>Activities</u> and/or services to be provided; <u>and</u>		5
	ii. Characteristics of Population(s) to be served; and		5
	iii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s).		5
	b. New service or expansion: Applicant clearly explains <u>defines the expected results of the</u> how the proposed project will result in a <u>new facility, expansion</u> of an existing facility, or <u>improvements</u> to an existing facility or housing:		5
	i. Number and type of major improvements to facility; or		
	ii. Housing stabilization improvements.		
2. Project Specifics (23 pts)	c. Project Goals: Applicant clearly <u>identifies the goal(s) of the project and describes how these goals will be met.</u>		5
	d. Project Results: Applicant clearly identifies the results of the project; lists either:		5
	i. Number of unduplicated City of San Diego individuals or households to be assisted; or		
	ii. Number of unduplicated City of San Diego businesses <u>households</u> to be assisted.		
	a. Applicant clearly describes Contract Execution Readiness: Extent to which a the proposed project is ready to proceed by the following detailing details that:		
	i. Total amount of CDBG funds requested is justified by accurate cost estimations; <i>-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.</i>		4

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CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2018-2019 CDBG APPLICATION EVALUATION FORM
Category: NONPROFIT CIP & HOUSING REHABILITATION

	ii. The level of Environmental Review (City, State and Federal) needed has been identified and planned for, as demonstrated by CDD Programs staff verification; and	CDD score	2
	b. ii. Clearly describe Describes and shows all applicable permits have been identified, planned for, and/or secured. If permits not needed, applicant clearly describes provides documentation for basis of that determination.		2
	iii. City Permit Application Completed and/or Architectural plans		5
	i. b. Project Schedule: Applicant has clearly describes how the project will be completed and funds expended within the required 24-month timeline specifying key milestones: a. Permitting and design completion b. Project will be released for bid c. Construction contract awarded d. Anticipated Construction Timeline e. 100% expenditure level f. Project completion, beneficiaries reported (National Objective met), and close out report approved by HUD-CDD Programs staff		12

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CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2018-2019 CDBG APPLICATION EVALUATION FORM
Category: NONPROFIT CIP & HOUSING REHABILITATION

3. Project Benefits (13 pts)	(Applicant should either answer a, d, and e, b, d, and e, or c, d, and e, b, or c,; and d, e, and f.)		
	a. Applicant clearly describes how the project will provide services to high need populations and provides the references used for this determination. Public Projects must be considered a Low and Moderate Income Limited Clientele Activity (LMC) by serving one of the following populations: i. Presumed Benefit low income clientele as defined by HUD*; or ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income. OR b. Low and Moderate Income Housing (LMH): Units occupied by low and moderate income persons. OR c. Low and Moderate Income Area Benefit (LMA): Facility or improvements will provide activities that are available to benefit all the resident of an area which is primarily residential and that has a service area that qualifies with a majority of HUD eligible census block groups*.		97
	d. Homeless Services: Applicant describes how the project will provide services to homeless individuals.		2
	d.e. Geographic Targeting: Proposed facility or housing improvements are located in at least one of the Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, or Promise Zone *.		1
	e.f. Geographic Targeting: Applicant has presented clear service delivery to clients located at or near residing in one of more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, or Promise Zone *.		3
4. Organizational Capacity (12 pts)	a. Organization Project Experience: Applicant describes their experience in successfully implementing projects of similar scope and of comparable complexity.		5

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FISCAL YEAR 2018-2019 CDBG APPLICATION EVALUATION FORM
Category: NONPROFIT CIP & HOUSING REHABILITATION

	b. Organization Experience w/ LMI clients: Applicant has experience in providing services to low and moderate income residents or presumed low and moderate income CDBG beneficiaries.		3
	c. Collaboration: Applicant describes collaboration with similar organizations, peer to peer networks, and/or partner agencies for referral purposes to benefit LMI/presumed LMI clients.		4
5. Project Budget (18 pts)	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 identifies all sources of funding for the total project costs.		5
	c. Budget details uses of funds (City of SD CDBG funds and non-City of SD CDBG funds) by eligible budget line items.		3
	d. Budget <u>clearly</u> 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: 0% – 5% (0 points) 41% – 60% (3 points) 6% – 20% (1 points) 61% – 80% (4 points) 21% – 40% (2 points) 81% – 100% (5 points)	CDD score	5
6. Project Eligibility & Performance Indicators	b. a. Project Scope & Schedule Eligibility		
	i. The Scope of Work and Budget, in its entirety, demonstrates compliance CDBG eligibility requirements	CDD score	1
	ii. The eligible Scope of Work and Budget demonstrates compliance with meeting National Objectives and other HUD requirements; and	CDD score	1
	iii. <u>The level of Environmental Review (City, State and Federal) needed has been identified and planned for, as demonstrated by CDD Programs staff verification; and</u>	CDD score	2
	b. 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> • <u>No deficiencies (0)</u> • Minor deficiencies (-1) • Moderate deficiencies (-2) • Significant deficiencies (-3)		-3

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CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR ~~2018-2019~~ CDBG APPLICATION EVALUATION FORM
Category: NONPROFIT CIP & HOUSING REHABILITATION

Performance Indicator data collected from FY 2015/-FY
~~2016-2017~~ for FY ~~2018-2019~~ evaluations; application
stated leveraged funding will be evaluated for FY 2020
application cycle

DRAFT



**CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM
Category: COMMUNITY & ECONOMIC DEVELOPMENT**



Total current pts:
98100

Category	Criteria	Reviewer Score	Maximum Score
1. Project Characteristics (30 pts)	a. Project Summary: Description of project includes all of the following items:		
	i. Activities and/or services to be provided;		5
	i. Characteristics of Population(s) to be served; and		5
	ii. The critical need(s) that will be addressed including how other resources are not available to meet the need(s).		5
	b. New service or expansion: Applicant defines the expected results of the proposed project		5
	c. Project Goals: Applicant identifies the goal(s) of the project and describes how these goals will be met.		5
	d. Project results: Applicant identifies the results of the project: i. Number of unduplicated City of San Diego individuals or households to be assisted; OR ii. Number of unduplicated City of San Diego businesses to be assisted.		5
2. Project Specifics (18 pts)	a. Applicant provides a listing of the services to be provided and a clear description of each of these services which includes, as applicable, the following details:		
	i. The quantity and duration of each of these services;		3
	ii. The method of delivery Details regarding whether each of these services will be provided on an individual basis and/or group settings which should include whether these services will be provided on an individual basis and/or group settings; and		5
	iii. An Explain explanation and justify justification for the total amount of CDBG funds requested in relation to the services provided and any fees charged.		5
	iii. b. Project Schedule: Applicant has clearly describes d how the project will be completed within the required 12-month timeline, including project close out and final reporting with appropriate milestones and estimated expenditures.		5

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**CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM
Category: COMMUNITY & ECONOMIC DEVELOPMENT**



3. Project Benefits (1620 pts)	Community & Economic Development a. Applicant clearly describes how the project will provide services to high need populations and provides the sources used for this determination. CED projects must be considered a Low and Moderate Income limited Clientele Activity (LMC) by serving one of the following populations: i. Presumed Low Income Clientele as defined by HUD* or ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income. OR b. Low to Moderate Income Housing (LMH): Units occupied by Low and Moderate Income persons.		<u>912</u>
	b. Homeless Outreach: Applicant describes how the project will provide services to homeless individuals.		<u>2</u>
	c. c. Geographic Targeting location: Applicant's main office(s) is located in at least one of the Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, <u>or Promise Zone</u> *.	1	
	b. d. Geographic Targeting services: Applicant has presented clear service delivery to clients located at or near-residing in one or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights <u>or Promise Zone</u> *.		<u>35</u>
4. Organization Capacity (12 pts)	a. Organization Project Experience: Applicant clearly describes their experience in successfully implementing projects of similar scope and of comparable complexity.		5
	b. Organization Experience w/ LMI clients: Applicant has experience in providing services to low and moderate income individuals or presumed low and moderate income CDBG beneficiaries		<u>53</u>
	c. Collaboration: Applicant states-describes collaboration with similar organizations, demonstration of peer to peer networks, and/or partner agencies for referral purposes.		<u>34</u>
5. Project Budget (18 pts)	a. Sustainability: 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

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**CONSOLIDATED PLAN ADVISORY BOARD
FISCAL YEAR 2019 CDBG APPLICATION EVALUATION FORM
Category: COMMUNITY & ECONOMIC DEVELOPMENT**



	b. Total Project Budget: Budget for project clearly identifies all sources of funding for the total project costs.		5
	c. Proposed uses of Project funds: Budget clearly details uses of funds (City of San Diego CDBG funds and on-City of San Diego CDBG funds) by eligible budget line items		3
	d. Leverage: 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: 0% – 5% (0 points) 41% – 60% (3 points) 6% – 20% (1 points) 61% – 80% (4 points) 21% – 40% (2 points) 81% – 100% (5 points)	(CDD score)	5
6. Project Eligibility & Performance Indicators	a. Project Scope & Schedule Project Eligibility		
	i. The Scope of Work and Budget, in its entirety, demonstrates compliance with CDBG eligibility requirements	(CDD score)	1
	ii. The Scope of Work and Budget demonstrates compliance with National Objectives and other HUD and City requirements	(CDD score)	1
	b. 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 level:</i> <u>No deficiencies (0)</u> - Minor deficiencies (-1) - Moderate deficiencies (-2) - Significant deficiencies (-3) Performance Indicator data collected from FY 2015-FY 2016-2017 for FY 2018-2019 evaluations; application stated leveraged funding will be evaluated for FY 2020 application cycle	(CDD score)	-3

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Economic Development

Inclusive Economic Growth
Small Business Revolving Loan Fund
and Business Assistance Fund

Consolidated Plan Advisory Board
October 11, 2017

The City of

SAN
DIEGO



 Economic Development

Small Business Revolving Loan Fund
Summary

- Access to capital for underserved communities
- Stimulate economic growth and create jobs
- \$1,000,000 Fiscal Year 2018
- Multi-year program
- 1:1 matching fund requirement of lending partner
- Loans for working capital, real property, machinery, equipment and refinancing of debt

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 Economic Development

Business Assistance Fund Summary

- Business support services for underserved communities
- Stimulate economic growth and create jobs
- \$300,000 Fiscal Year 2018
- Multi-year program
- Business advisory services
- Credit education and financial guidance
- Technical assistance

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 Economic Development

Competitive Solicitation Process

- Request for Proposals – February 24 – March 24, 2017
- Independent Panel
- One Proposal Received
- CDC Small Business Finance - **Selected**

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Economic Development

**Inclusive Economic Growth
Business Accelerator**

Consolidated Plan Advisory Board
October 11, 2017

The City of

**SAN
DIEGO**

 Economic Development

Business Accelerator - Role

- Support entrepreneurship, innovation, sustainability
- Stimulate investment and create employment
- Provide a facility with a spectrum of support services
- Provide a full-service and self-sustaining operation
- Engage start-ups and small business industry

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 Economic Development

City of San Diego's Role

- Invest \$1,000,000 in Fiscal Year 2018
 - Capital investment (tenant improvements)
 - Operating capital
- Pledge of additional \$1,500,000 over 3 year period
- Planning and permitting assistance

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 Economic Development

Competitive Solicitation Process

- Request for Proposals – March 14 – April 14, 2017
- Pre-submittal information meeting – March 23, 2017
- Independent Panel
- Eight Proposals Received

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 Economic Development

Competitive Solicitation Process - Proposals

- BioLabs San Diego, LLC
- Christopher Rhodes & Associates
- Hera Labs
- Jacobs Center Neighborhood Innovation - **Selected**
- San Diego Downtown Partnership Foundation
- San Diego Venture Group
- ScaleSD LLC
- The Rosie Network

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 Economic Development

Jacobs Center and CONNECT Partnership

- Located at the Joe & Vi Jacobs Community Center
- Promise Zone, Encanto Community Plan Area
- Approximately 4,300 square feet
- Dedicated, flexible co-working space
- CONNECT will serve as operator
- Multiple community partners

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Economic Development

**Inclusive Economic Growth
Business Accelerator**

Consolidated Plan Advisory Board
October 11, 2017



Report on Nonprofit Academy 3.0

Presented to:
The Consolidated Plan Advisory Board

Laura Deitrick, PhD
Associate Director, The Nonprofit Institute



NP Academy Objectives

- ✓ Diversify the nonprofits with which the City contracts for services in order to broaden the reach of public dollars and services to customers.
- ✓ Increase the quantity of nonprofits that apply to do business with the City, so that the pool of candidates is more commensurate with the diversity of the San Diego marketplace and customer demographics.
- ✓ Improve the average score or rank of each pool of nonprofits that apply to do business with the City.
- ✓ Promote the values of Integrity, Service, People, and Excellence articulated in the City's Strategic Plan.



Nonprofit Academy 3.0

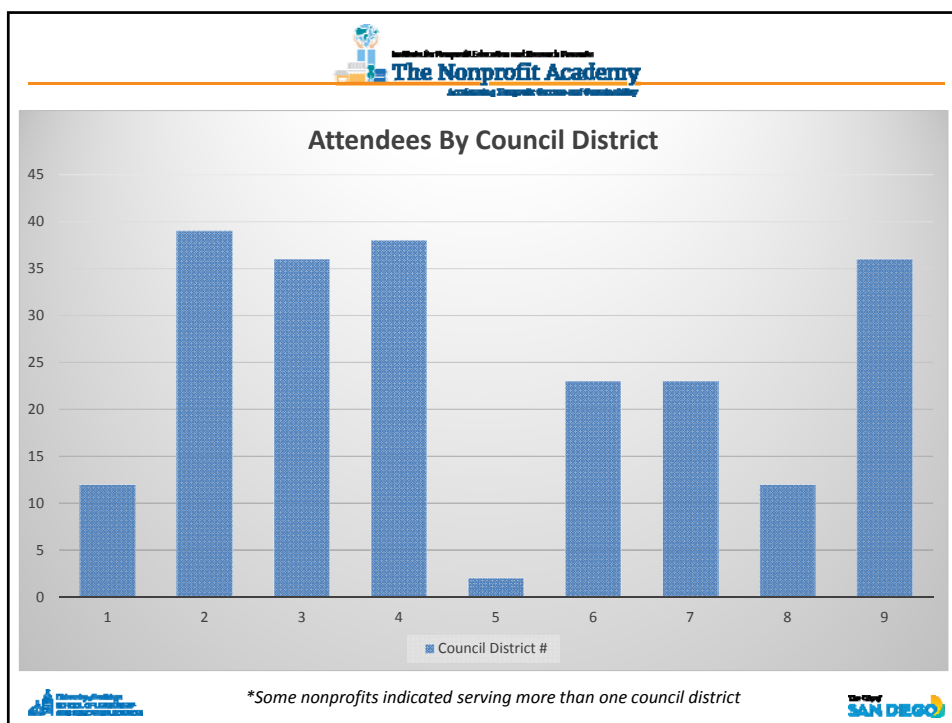
- Focus: Promise Zone
- Incorporating Feedback
- New Courses



Attendance

- Total Attendance: 148
- Both Day Attendees: 91
- First Time Attendees: 81%
- Promise Zone: 74
- Certificates Earned To Date: 201







The Nonprofit Academy

Accelerating Nonprofit Success and Sustainability

Curriculum

- **Measuring Success (Core Course)**
- **Program Design and Development (Core Course)**
- **An Introduction to the Five Practices of Exemplary Leadership®**
 - Three Indicators of Fiscal Competence (Core Course)
 - Collective Impact
 - Financial Basics
 - Social Innovation and Human Centered Design
 - Nonprofit Governance and Contract Compliance
 - Partnering with the City
 - Building an Effective Board
 - Meeting the Social Entrepreneurs
 - Strategic Volunteer Management






Outcomes

- Qualified Community Development Block Grant (CDBG) applicants increased 33% from 57 applicants in FY2017 to 76 applicants in FY2018, establishing a more competitive selection pool for the City.
- In FY2018, a total of 27 nonprofits were awarded CDBG funds to implement 33 projects. Of those 27 nonprofits, 14 (or 52%) had participated in at least one Nonprofit Academy.



Faculty Observations

Participants:

- Appreciate the opportunity to meet with City staff.
- Are learning to better understand the contracting process.
- Have the ability to get answers to lingering questions and an opportunity to understand the vision of the City and Economic Development.





Faculty Observations

*I would say that I observed a high level of engagement during the sessions, lots of questions and people giving examples of challenges they were having within their organizations – this allowed for some **collective on-the-spot problem solving**.*

*Participants are able to **take a step back and think strategically** about the work they are doing and the impact they want it to have. Several people made comments about this and shared that this isn't something they get to do very often, and never with the **advantage of having professional/expert consultation**.*

*The **peer-to-peer aspect of the sessions is very powerful and motivating**. Lots of nonprofit leaders, especially within smaller “mom n pop” type organizations, are working in isolation so this was an unexpected bonus for them.*

*I saw lots of **networking and sharing** outside of the formal sessions.*



Nonprofit Academy 4.0

- Improve targeted outreach
- Increase “hands on” quality by asking for participants to bring materials with them
- Adapt RSVP system to minimize no shows

