

CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MINUTES

WEDNESDAY, MAY 9, 2018

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"> Ken Malbrough, Council District 4 Gary Wong, Council District 6 Richard Thesing, Council District 7 Peter Dennehy, Council District 9 Zaheen Chowdhury, Council District 1 Valerie Brown, Council District 5 Eileen Gonzales, Council District 3 	<ul style="list-style-type: none"> Sara Berns, Council District 2 Claudia Dunaway, Council District 8

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> Stephen Maduli-Williams, Community Development Division Program Manager Michele Marano, Community Development Coordinator Leonardo Alarcon, Community Development Specialist Michelle Harati, Community Development Project Manager 	6 people signed the attendance sheet

Call to Order

Mr. Ken Malbrough called the meeting to order at 9:02 a.m. with seven board members present. A quorum was achieved at the same time.

Approval of Minutes

Mr. Malbrough called for a motion to approve the April 11, 2018, meeting minutes. Mr. Peter Dennehy moved to approve the minutes. Ms. Valerie Brown seconded the motion. The minutes were approved 7-0.

Board Announcements

N/A

Staff Announcements

- Mr. Leonardo Alarcon introduced Lesar Development Consultants (LDC) as the consultant selected to assist the City of San Diego with the development of the new Consolidated Plan, for the next five year cycle, from 2020 – 2024. Erica Snyder, Senior Associate with LDC, provided a brief introduction of the work to be carried out over the next year.
- Ms. Michelle Harati stated that the Economic Development Department held agreement and execution workshops on May 2nd and May 3rd for organizations awarded Fiscal Year 2019 CDBG funds. Ms. Harati added that staff are working with all awarded organizations to ensure contracts are fully executed by July 1, 2018.
- Ms. Harati confirmed that the City had received its annual allocations from the Department of Housing and Urban Development (HUD) for the CDBG, HOME, HOPWA and ESG programs. Ms. Harati stated that all four grants had received an increase for Fiscal Year 2019.

Non-Agenda Public Comment

N/A

Agenda Item(s)

Action Item: 6a:

Creation of Ad-Hoc Committee for FY 2020 Scoring Criteria & Applications

The Consolidated Plan Advisory Board discussed the creation of an Ad-Hoc Committee to consider potential revisions to the Fiscal Year 2020 Scoring Criteria and Request for Proposal (RFP) requirements. The CPAB recommended the establishment of the Ad-Hocs with Ms. Brown making the motion, which was seconded by Mr. Dennehy. The motion passed 7-0.

Action Item: 6b:

Proposal to Adjourn the June 2018 CPAB Meeting

The Consolidated Plan Advisory Board was asked to consider adjournment of the June 13, 2018 meeting. Ms. Brown made the motion, which was seconded by Mr. Richard Thesing. The motion passed 7-0.

Discussion Item: 7a:

Fiscal Year 2019 CDBG Application Process Review

Mr. Alarcon provided the Consolidated Plan Advisory Board with an overview of the Fiscal Year 2019 CDBG Application process, solicitation of feedback and survey results. *Please see attached PowerPoint for additional information.*

Adjournment

- Meeting adjourned at 09:27 a.m.

Economic Development FY 2019 Scoring Criteria & Application– Ad Hoc Committees


Consolidated Plan Advisory Board
May 09, 2018



Economic Development

FY 2020 Scoring Criteria & Application: Input and Feedback

- Scoring Criteria:
 - Points allocated per question
 - Scoring Rubric
 - Minimum point threshold
- RFP Application:
 - Staff recommendations
 - Cost per beneficiary
 - Eliminate Environmental Review Points
 - Reduce duplicative questions


Economic Development

FY 2020 Scoring Criteria & Application: Considerations

- New FY 20-24 Consolidated Plan
 - Change in Con Plan Goals
 - Budgetary priorities
 - Other possible priorities

3

sandiego.gov

Economic Development

Ad Hoc Committee(s) – Scoring Criteria

- Ad Hoc Committees may be formed by CPAB chair, if deemed necessary
- May not consist of a majority of CPAB members
- Currently – nine (9) seated CPAB members

Ad Hoc 1

Up to 4 CPAB members

Ad Hoc 2

If there is interest

Up to 4 CPAB members

4

sandiego.gov

 Economic Development

Tentative Schedule

Ad Hoc Meetings	June – July 2018
Introduce Proposed Changes to CPAB	August 2018
CPAB Recommendation	September 2018

5

sandiego.gov

 Economic Development

Thank you

6


sandiego.gov

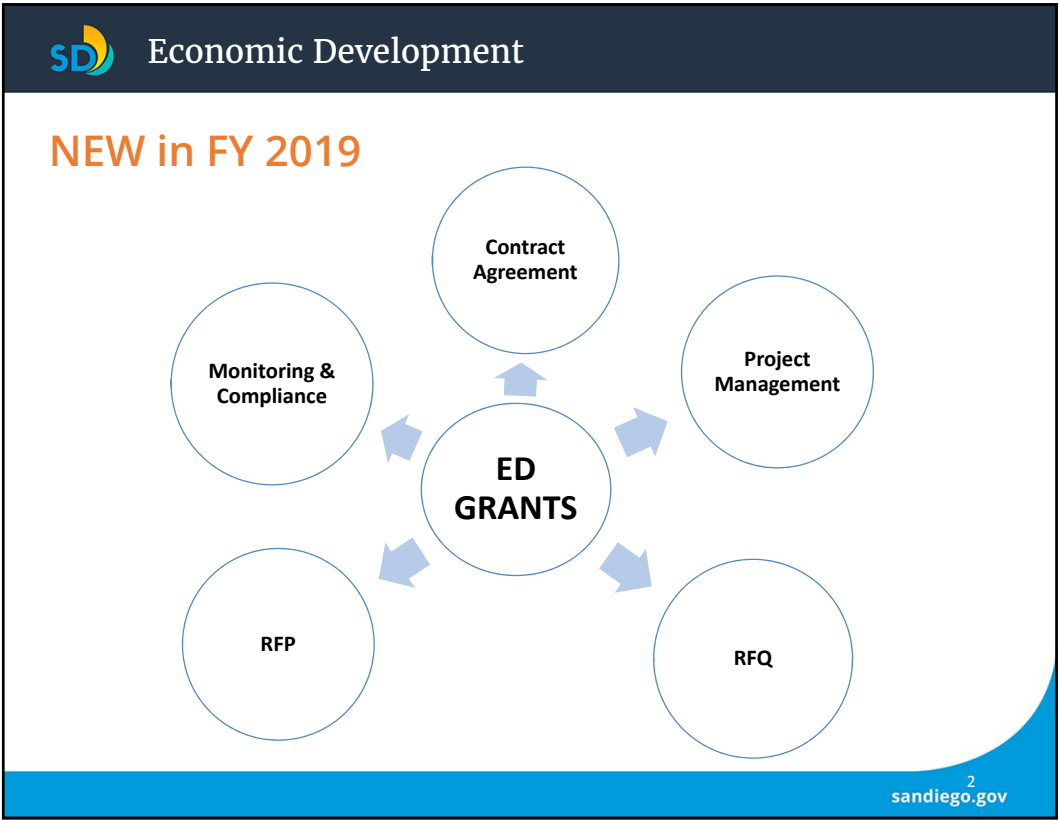
Economic Development Department


Applicant & CPAB
FY 2019 Community Development
Block Grant (CDBG) Application
Process Review

The City of

SAN
DIEGO







Economic Development


NEW in FY 2019


- Small/Emerging Nonprofits
- Single Family Housing Rehab
- Grant/Loan Capital in Community/Economic Development Category
- City Staff Capacity: 70% increase



WAVE ACADEMY
AQUATIC THERAPY FOR VETERANS AND CAREGIVERS








3

sandiego.gov

Economic Development

FY 2019 RFQ/RFP Process - Summary

RFQ

- **76** organizations deemed qualified

RFP


- **70** applications submitted by **53** unique applicants

CPAB

- **66** eligible applications for CPAB review via EDGrants

4

sandiego.gov

Economic Development

FY 2019 CDBG RFP - Outcomes

Public Service

- 29 projects: \$2,553,519

Nonprofit CIP/Multi Family HR

- 8 projects: \$2,519,826

Small/Emerging

- 6 projects: \$300,000

Sustainability

- 4 projects: \$1,419,278

Community/Econ Dev.


- 8 projects: \$2,414,720

Single Family HR

- 3 projects: \$970,039

5

sandiego.gov

Economic Development

FY 2019 CDBG Applicant Agencies Survey Results *(to date)*


Question regarding:	Strongly Agree or Agree
RFQ process	97%
RFP process	97%
Mandatory RFP Workshops	93%
Technical Assistance meetings*	94%
ED Grants	<u>53%</u>
Reference materials	93%
Scoring Criteria	87%

6

sandiego.gov

Economic Development

3

 Economic Development

Areas of difficulty


Reporting Requirements

Budget/Financial Requirements

Supporting Documents

7

sandiego.gov

 Economic Development

Comments - CDBG Application Process

▪ Eligibility


- Non-profit vs for-profit
- HUD requirements

▪ Other items

- More feedback on all applications
- Provide background information on projects
- GT: Services provided more critical than office location
- FAQs more readily available

8

sandiego.gov

 Economic Development

FY 2019 CDBG CPAB Feedback

Clear definition of current, expansion, or new service

Minimum point score for funding threshold

One proposal per category by agencies

9

sandiego.gov

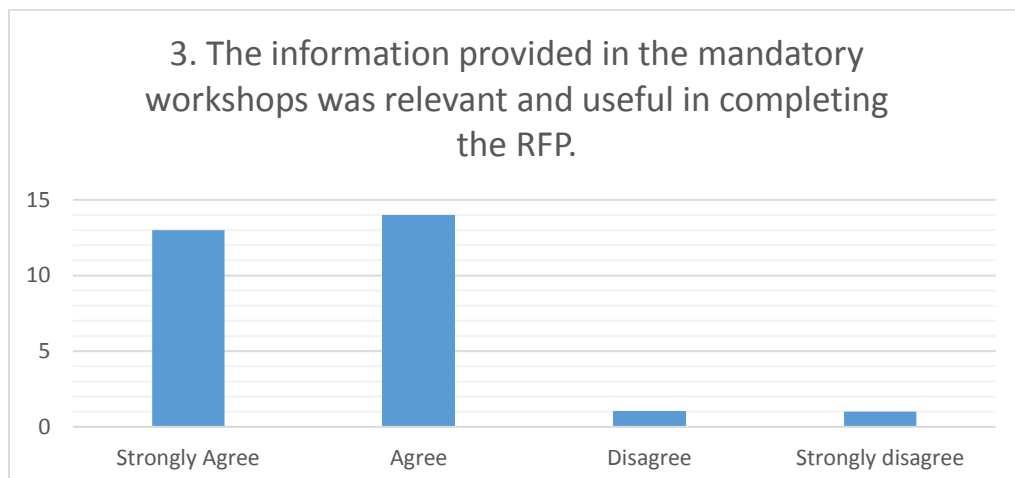
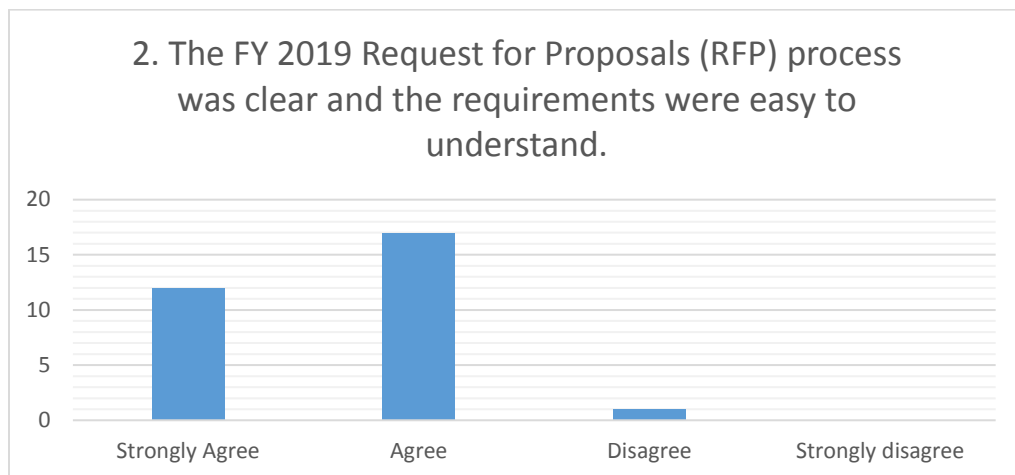
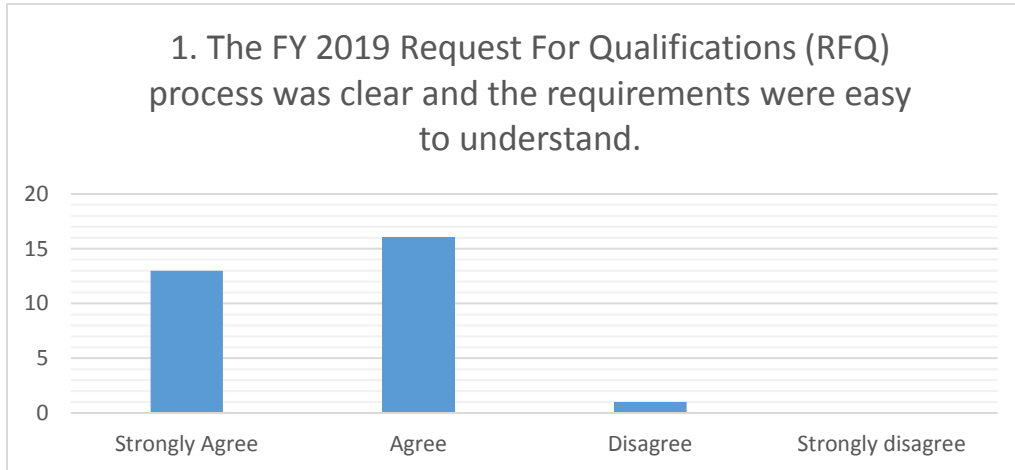
 Economic Development

Thank you.

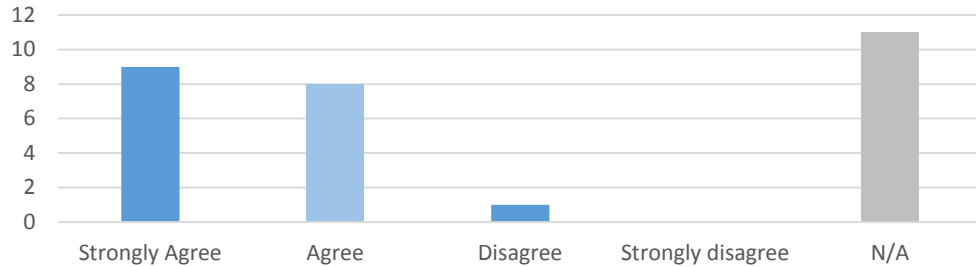
10

sandiego.gov

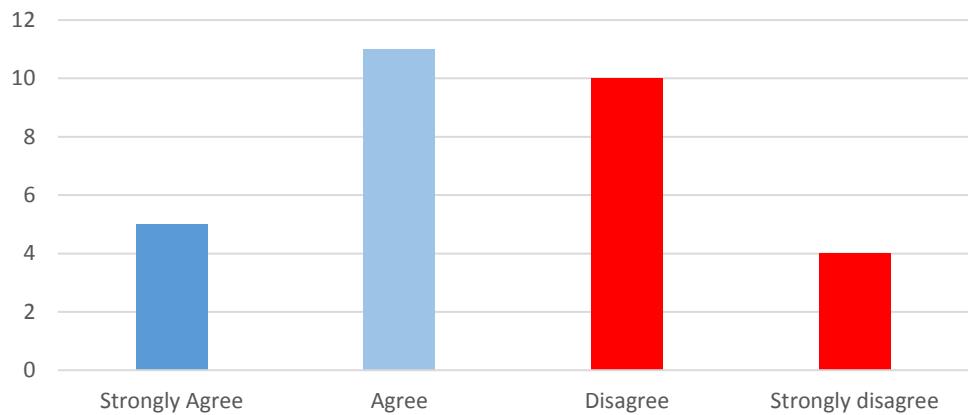
FY 2019 CDBG Application Survey Results



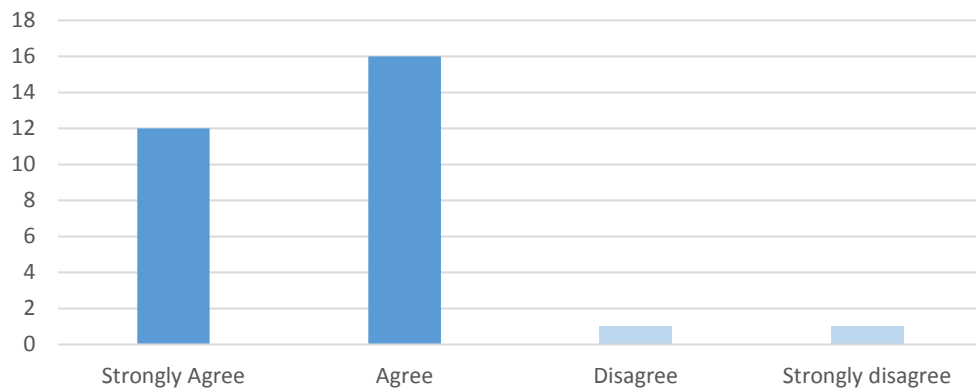
4. The information provided at the technical assistance meeting with Community Development staff was useful to completing the RFP.

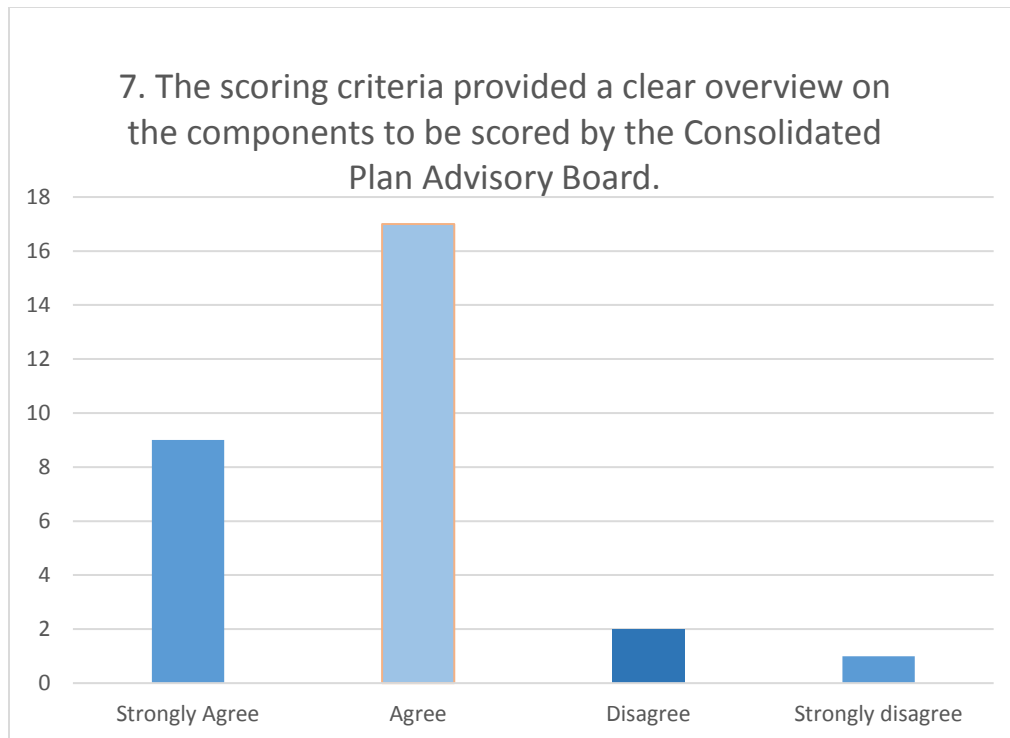


5. The ED Grants System was easy to use.



6. The materials developed to assist me in navigating the ED Grants online (like step-by-step guides, FAQs, and/or the open lab) were helpful.

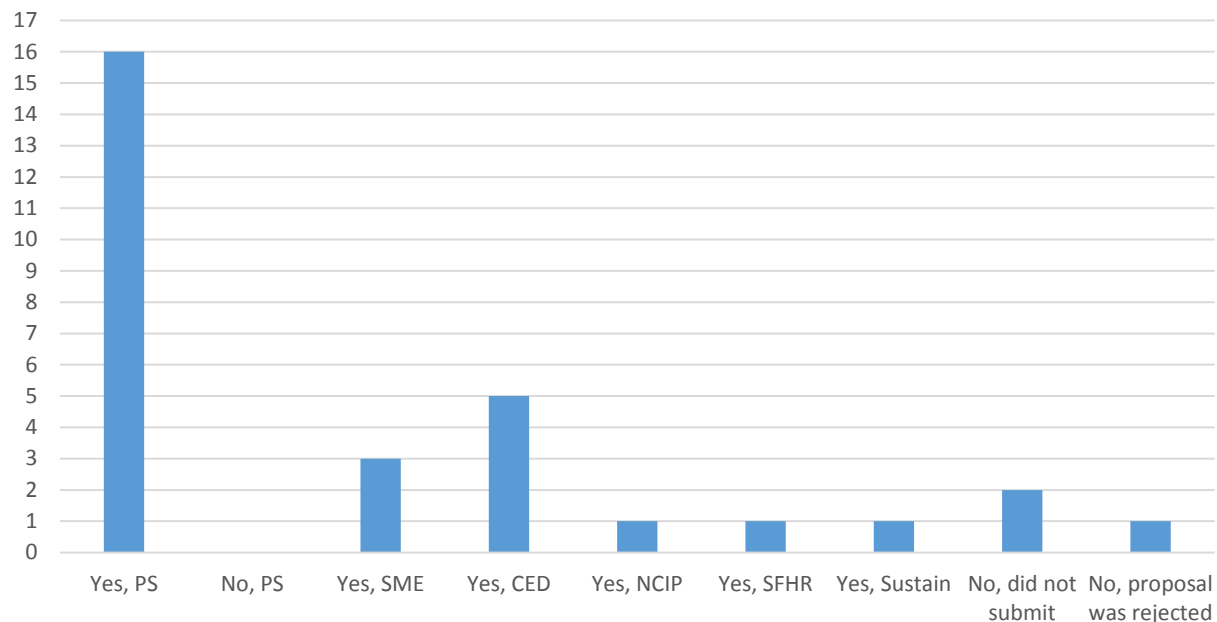




8. Please rank the areas in which CDBG applications and/or awards pose the most significant difficulty for you and your organization from greatest to least. (Top 3 data)

1. Reporting Requirements-13 responses
2. Budget/Financial Requirements-14 responses
3. Supporting Documents-9 responses

9. Please indicate whether your organization was awarded funding for FY 2019 and the application category.



10. Please provide additional comments in relation to the Fiscal Year 2019 application process. Please include any suggestions for improving the application process for FY 2020.

Comment 1:	A more user friendly online application system and user-friendly website FAQ/handouts/Q&A. The website made it difficult to sort through the answers of popular questions.
Comment 2:	We experienced the City staff as super helpful, organized and knowledgeable. It would be nice to have a bit more space to explain background on projects. The most difficult part about CDBG is the HUD requirements for managing the funding.
Comment 3:	We want feedback on how to make our applications better and why they did or did not get funded. This will allow us to improve the process, or at least understand it better when writing. For the time invested in the application (which is a lot for multiple staff), specific feedback would be greatly appreciated.
Comment 4:	I just want to say the budget portion of the online application was SO much better this year. Thank you.
Comment 5:	Re: item #8 in this survey, if "Budget/Financial Requirements" was more difficult, it would score higher? I think this survey item needs to be clarified with an example.

Comment 6:	Better feedback from the CPAB reviewers, e.g. notes and comments, is needed. Our FY 18 proposal had some low scores that had no comments so we didn't know what we needed to improve.
Comment 7:	Now see? your instructions to rank in question 8 was unclear. Does 8 mean most difficult or least difficult? Why not ask each question to be scored independently to get a better sense of each category? On a scale between 1-10 with a score of 10 being the most difficult and 1 being the least difficult. Consistently you will be able to see which issues or actions are ranked in the higher ranges. The ranking you are asking for (or I assume you are asking for) innately asks for a rank that may be a compromise or judgement call that is not accurate. Too, actual scoring is flawed. Additionally, would you consider releasing scoring notes to every applicant as a post capacity building activity as a matter of course? For those who were not funded they can use that scoring info to submit the following year with an improved application based on current comments. Also, it's unfair to give extra points to orgs located in LMI areas when those who provide services in those same areas do not receive the same consideration. What difference does the headquarters address make when services are being delivered effectively in targeted LMI areas? It's the services and outcomes that matter, right? I wish you guys would review the process to make awards more thoughtful and outcome oriented.
Comment 8:	City staff does an excellent job of providing assistance throughout this process
Comment 9:	My organization was also awarded nonprofit facility improvement funding.
Comment 10:	Thank you for all your hard work on making this process as easy as possible, we know that you have to navigate and manage these systems too and we appreciate the time and effort the CDBG staff puts into educating and supporting nonprofits through the process.
Comment 11:	Clarify whether for-profit entities are eligible for CIP projects, or whether only non-profit entities are eligible. (it was said for-profit entities are eligible at the RFQ session, but it's titled nonprofit capital improvement projects)
Comment 12:	Every year I ask to see the scores given by the panel and any comments. It has been very difficult to receive these and they are the most pertinent to improving the grants that are submitted. It should be a priority.