

CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MINUTES

WEDNESDAY, JANUARY, 10 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"> • 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 	<ul style="list-style-type: none"> • VACANT, Council District 1 • VACANT, Council District 5

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> • Michele Marano, Community Development Coordinator • Leonardo Alarcon, Community Development Specialist • Ulysses Panganiban, Community Development Specialist • Michelle Harati, Community Development Project Manager 	4 people signed the attendance sheet

Call to Order

Ms. Vicki Granowitz called the meeting to order at 9:06 a.m. with seven board members present. A quorum was achieved at the same time.

Approval of Minutes

Ms. Granowitz called for a motion to approve the November 08, 2017, meeting minutes. Mr. Ken Malbrough moved to approve the minutes. Mr. Richard Thesing seconded the motion. The minutes were approved 6–0–1 with Mr. Gary Wong abstaining.

Board Announcements

N/A

Staff Announcements

- Mr. Leonardo Alarcon, introduced Michelle Munoz, Stacy Calderon and Melissa Villalpando, as the newest staff members to the City's Economic Development Department. Michele will provide support in fiscal compliance, and Stacey and Melissa will work on non-profit capacity building and workforce development projects respectively.
- Mr. Alarcon stated that Project Homeless Connect - Downtown San Diego, a one-day resource fair will be on January 31, 2018. Volunteers are welcome and needed for the event and more information can be found [here](#). Mr. Alarcon also mentioned April is Fair Housing month with details on upcoming fair housing events will be provided at the March and April CPAB meetings.
- Mr. Alarcon announced that Mr. Joe LaCava, Council District 1 had resigned from his position as a CPAB member. Staff has been in contact with the Mayor's office on the reappointment and appointment of the CPAB members, with new appointments likely occurring in late January to early February with seating expected to occur in March 2018.
- Mr. Alarcon explained that on December 11, 2017, staff presented to City Council on the recommendation to allocate CDBG funds for the SMART Project, which passed 8 – 1. The staff report and other relevant information can be found [here](#).
- Ms. Michele Marano also introduced Norma Medina and Michele Alano as new staff members to the City's Economic Development Department. Norma will support Affordable Housing and Homeless Projects and Michele will support fiscal operations.
- Ms. Marano stated that the next Nonprofit Academy would be taking place May 31 – June 1, 2018, with a new course expected on Capital Improvement Projects for nonprofit facilities.

Non-Agenda Public Comment

N/A

Agenda Item(s)

Discussion Item 6a:

Fiscal Year (FY) 2019 CPAB Review Panel Handbook

Mr. Leonardo Alarcon and Ms. Michelle Harati provided an overview of the Review Panel Handbook for CPAB use during the evaluation of the CDBG Request for Proposals (RFP). *Please see attached PowerPoint for additional information.*

Discussion Items 6b:**FY 2019 CPAB Scoring Ad Hoc Committees**

Mr. Alarcon provided CPAB with information on the opportunity for the CPAB to meet in separate Ad-Hoc committees to answer questions about the RFPs. The Ad-Hoc committees allow CPAB members to ask staff questions and gain clarification as needed. A poll will be sent out to CPAB members to decide on availability and coordinate Ad-Hoc committees for dates in February. *Please see attached PowerPoint for additional information.*

Adjournment

- Meeting adjourned at 09:28 a.m.


Economic Development

FY 2019 CPAB Review Handbook

Consolidated Plan Advisory Board
January 10, 2018

The City of

SAN
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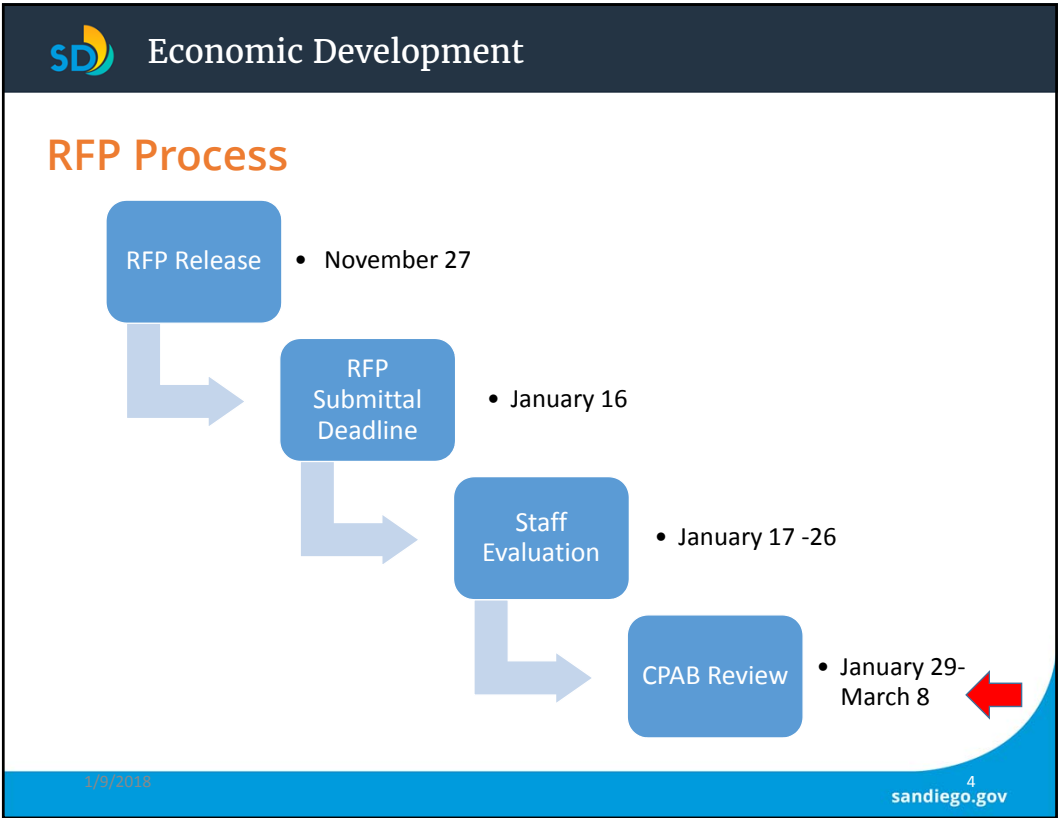
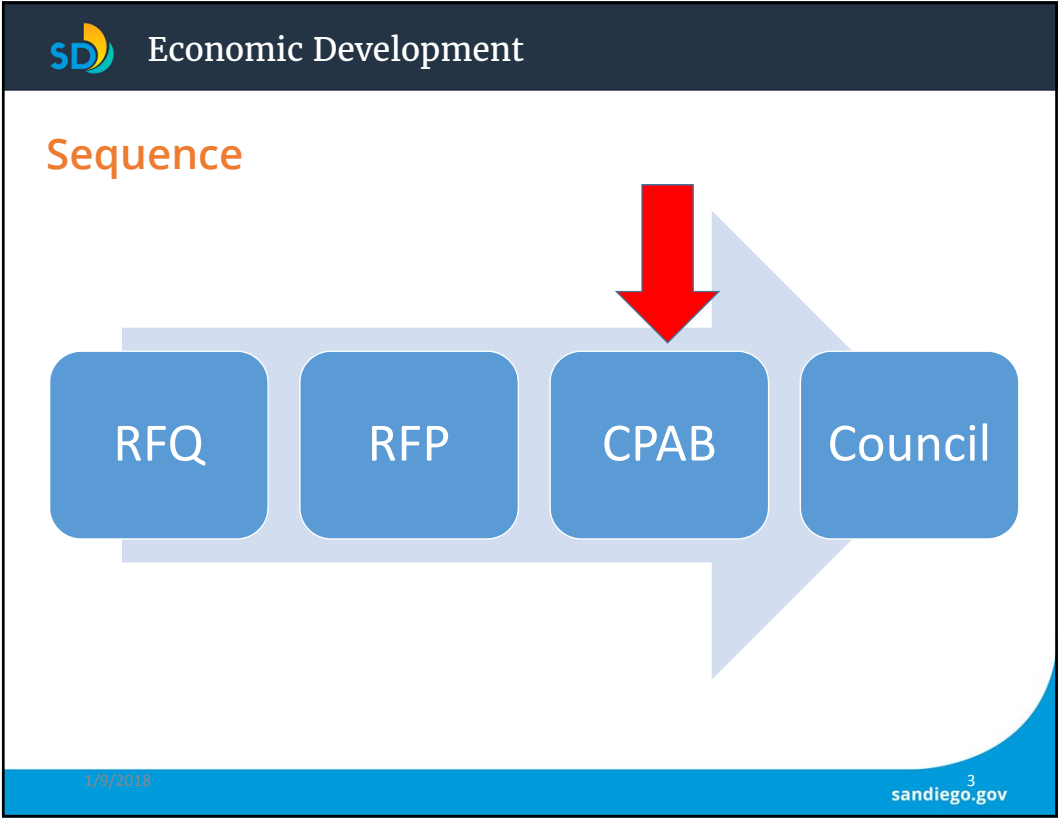
 Economic Development


Overview

- Status of Request For Proposals (RFP) Process
- New to FY 2019
- CPAB Considerations
- Application Considerations
- Performance Indicators
- Next Steps

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 Economic Development

New to FY 2019

Community/Economic Development

- Addition of Grant Capital

Single Family Home Rehabilitation

- Timeline from 18 months to 12 months

Challenge Grant


- Small Emerging Nonprofits

Council Policy 700-02

- No applications for current open NCIP project

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5
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 Economic Development

Community and Economic Development (CED)

- Microenterprise Grant Capital:
 - FY 2019 CED RFP category includes the opportunity for organizations to apply for the provision of grant capital to microenterprises in addition to technical assistance.
 - Organizations must establish and maintain documentation on each microenterprise assisted with grant capital funds

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6
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Economic Development Department

3


 Economic Development

Housing Rehabilitation

- Single Family Housing Rehab
 - 12 month timeline
 - Ensure Timeliness Test
 - \$2,000,000 Budget for the Category
 - Separated out from Nonprofit CIP and Multifamily Housing Rehab

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7
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 Economic Development

Challenge Grant

- Small/Emerging Nonprofits Capacity Building:
 - Six organizations were deemed qualified under the FY 2019 Request for Qualifications period
 - Proposals are limited to Public Service projects and have a preset allocation amount of \$50,000 with a set-aside required for obtaining audited financial statements
 - CPAB is expected to review and score applications received under the capacity building track

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8
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 Economic Development

Council Policy 700-02

- Updated December 16, 2016
- Item 13 states:
"...This Policy will ensure completion of non-profit facility improvements at a given location before an application is submitted for an additional non-profit facility improvement at the same location."
- First time implementation towards applications


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 Economic Development


EDGrants

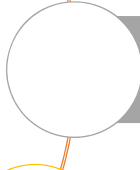
- Economic Development Grants Management System (EDGrants) → <https://edgrants.force.com>
- Password Reset
- CPAB User Training: January 26

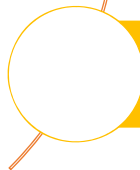
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 Economic Development

CPAB Considerations


 Confidentiality

 Conflict of Interest

 CPAB Judgement

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11
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 Economic Development

Application considerations

Answer the question?


Clear and specific response?

Proposed outcome possible/
measurable?

Outcomes match funding requested?

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12
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Economic Development

Performance Indicators

SAMPLE Organization LMI Assistance Project CED FY-2016 Performance Report

OBJECTIVE

As evaluation of past performance of CDBG-funded agencies will be conducted by R&G Programs Administration staff via Performance Indicators. The agency's Funding Criteria for projects 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 10%, the agency shall receive a recommended deduction of .25 points.

Frequency Of Disallowance



Project Duration

13 Months

Frequency Of Disallowances

2 Months

Recommended Deduction

0

justification

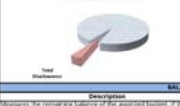
Frequency of disallowances during the course of the project is less than 10%

Total Disallowance (.25)

Description:

Measures the total number of disallowances that has occurred during the duration of the project. If an agency has accumulated a disallowance amount that is greater than or equal to 10% of the total budget, the agency shall receive a recommended deduction of .25 points.

Disallowance Balance



Budget Awarded

\$200,000.00

Total Disallowances

\$11,000.00

Recommended Deduction

0

justification

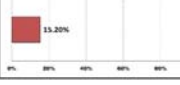
Disallowance balance is less than 10% of the total budget.

BALANCE (.25)

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 .25 points.

Remaining Balance



Budget Awarded

\$200,000.00

Remaining Total

\$189,000.00

Recommended Deduction


0

justification

Remaining balance is greater than or equal to 10% of the total budget.

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13
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Economic Development

Next Steps

January 29, 2018	FY 2019 CDBG RFP submittals available to CPAB members for review and scoring
March 8, 2018	CPAB FY 2019 CDBG RFP scoring results submitted to CDD office/ED Grants
March 09, 2018	FY 2019 CDBG RFP Application scores posted online and emailed to interest list
March 14, 2018	CPAB Meeting: <ul style="list-style-type: none">FY 2019 CDBG RFP scores ratified and funding allocation recommendations forwarded to City Council for approval
April 2018	FY 2019 Allocations incorporated with FY 2019 Annual Action Plan and Substantial Amendment presented to City Council

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14
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7

Economic Development

FY 2019 Ad Hoc Committees

Consolidated Plan Advisory Board
January 10, 2018

The City of

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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 2018

Ad Hoc 1

3 CPAB members


Ad Hoc 2

3 CPAB members

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1

 Economic Development

Thank you

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