

CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MINUTES

WEDNESDAY, NOVEMBER 07, 2018

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

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Zaheen Chowdhury, Council District 1	VACANT, Council District 6
 Sara Berns, Council District 2 	Ken Malbrough, Council District 4
• Eileen Gonzales, Council District 3 (late)	Peter Dennehy, Council District 9
Valerie Brown, Council District 5	Claudia Dunaway, Council District 8
Richard Thesing, Council District 7	

 Stephen Maduli-Williams, Community Development Division Program Manager Michele Marano, Community Development Coordinator Leonardo Alarcon, Community Development Specialist Michelle Harati, Community Development Project Stacev Calderon, Community Development Project 	STAFF PRESENT	ATTENDANCE SHEET
Manager	 Division Program Manager Michele Marano, Community Development Coordinator Leonardo Alarcon, Community Development Specialist Michelle Harati, Community Development Project Manager Stacey Calderon, Community Development Project 	28 people signed the

Call to Order

Ms. Valerie Brown called the meeting to order at 9:15 a.m. with four board members present. Quorum was not achieved at this time. Quorum was achieved at 9:26 am.

Approval of Minutes

Mr. Brown called for a motion to approve the October 10, 2018, meeting minutes. Ms. Sara Berns moved to approve the minutes. Mr. Richard Thesing seconded the motion. The minutes were approved 4–0 but will be for reference only because of the lack of quorum Minutes will be presented at the next CPAB meeting.

Board Announcements

N/A



Staff Announcements

- Mr, Leonardo Alarcon announced that the 2019 schedule of CPAB meetings had been released and was available for reference on the second page of the <u>November</u> <u>meeting agenda</u>. Mr. Alarcon noted that the June and December meetings in 2019 will likely be adjourned but dates and times have been placed within the schedule as placeholders in the event a meeting is needed.
- Mr. Alarcon noted that the upcoming December 2018 meeting will be adjourned.
- Mr. Alarcon provided preliminary Fiscal Year (FY) 2020 Request for Qualifications (RFQ) response statistics to the CPAB. Mr. Alarcon highlighted that 85 organizations submitted responses by the deadline with 67 applying via the Traditional Organization track and 18 applying via the Small/Emerging Organization track. Mr. Alarcon stated that organizations will be notified of RFQ results on November 9, 2018 and the RFP is expected to be released on November 16, 2018 with a response deadline of January 9th, 2019.

Non-Agenda Public Comment

N/A

Agenda Item(s)

Discussion Item: 6a:

Nonprofit Accelerator Certificates of Completion

University of San Diego (USD) and City staff presented an overview of the Small/Emerging Organization Accelerator Program. In addition, each of the six nonprofit organizations involved in FY 2019 CDBG Small/Emerging Organization Accelerator Program gave a brief presentation on the benefits gained through participation in the program and received Certificates of Completion from USD and the City. *Please see the attached PowerPoint for additional details*.

Discussion Item: 6b:

CPAB Training: Evaluating Request for Proposal (RFP) Budget

Bob Beatty, adjunct faculty at USD's Nonprofit Leadership and Management master's program, provided a brief training for the CPAB on essential guidelines for evaluating budgets within RFP responses and applicant considerations. *Please see the attached PowerPoint for additional details.*

Discussion Item: 6c:



Proposing Program Partnerships

Staff presented on the requirements for proposing program partnerships in response to the upcoming FY 2020 CDBG RFP and next steps. *Please see the attached PowerPoint for additional details.*

Public Comments Received:

- Ms. Cheryl Keenan, representing Rebuilding Together San Diego, sought to clarify the partnership requirements and ability for organizations to apply to multiple RFP categories in FY 2020. Ms. Keenan also asked if an organization's maximum funding threshold would be based solely on the lead applicant.
 - Staff responded by indicating that organizations would be able to submit separate RFP responses to multiple RFP categories so long as the applicant has the appropriate organizational capacity to carry out the projects if awarded. Secondly, staff indicated that the maximum funding threshold would be based on the collective maximum funding threshold of all partners proposed for the project, which includes both the lead and subrecipient(s).
- Ms. Rebecca Beattie, representing LaunchBio, sought to clarify when the notification of the mandatory Request for Proposals (RFP) workshops would be released and which times on the November 27 – 29th timeline provided would be available to attend.
 - Staff responded by stating that organizations will receive the exact dates and times applicable to their project categories within the RFQ notification received on November 9, 2018.

Adjournment

• Meeting adjourned at 10:50 a.m.

Economic Development

The City of San Diego Nonprofit Accelerator

Consolidated Plan Advisory Board Wednesday, November 7, 2018









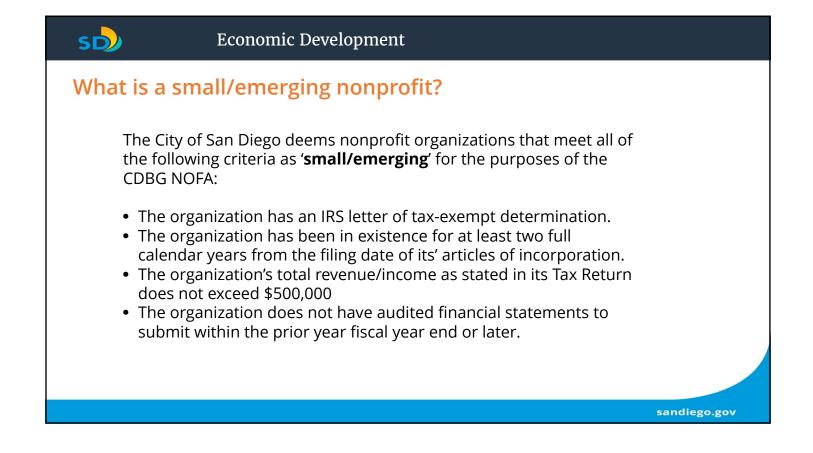
Economic Development

City of San Diego Nonprofit Accelerator

Small/Emerging Organizations receive:

- 6 months training with University of San Diego
- A Financial Audit
- \$50,000 to implement a new program or expand an existing program





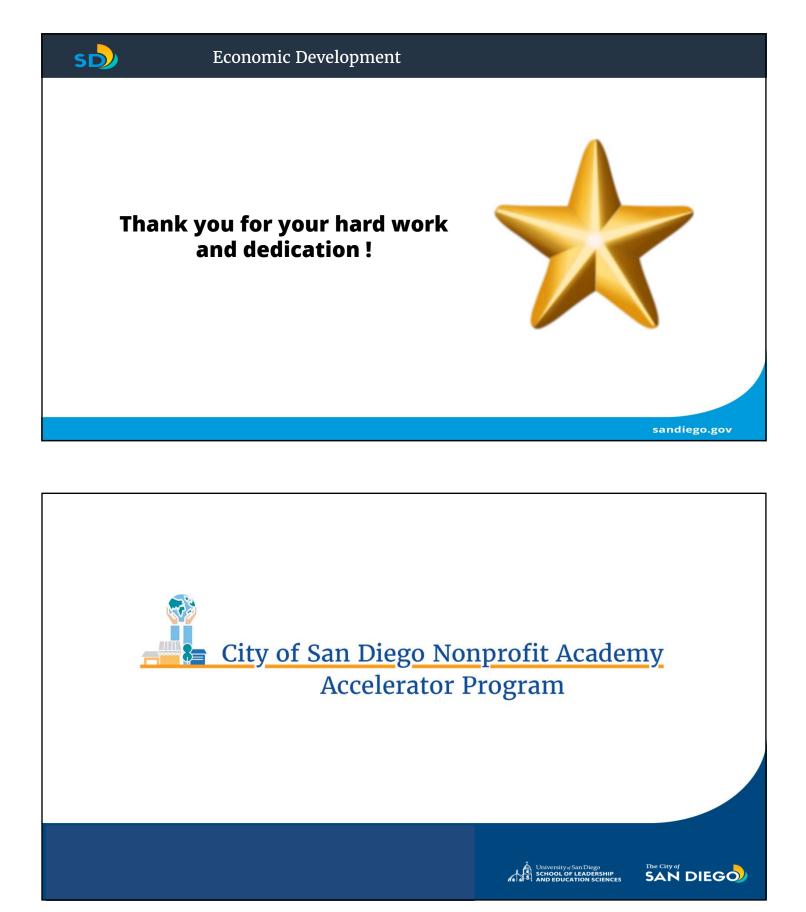
Economic Development

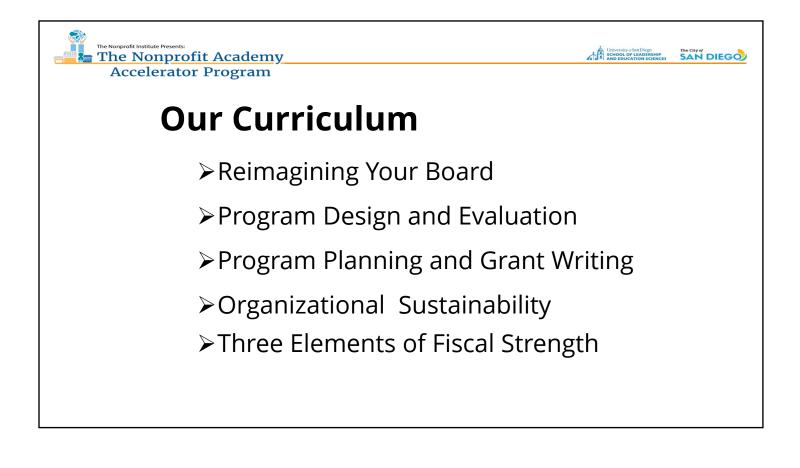
Program Goals

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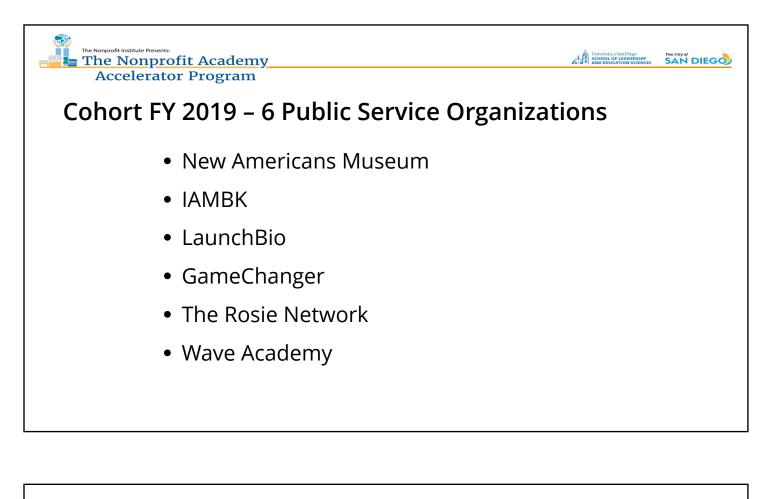
- Organizational leaders attend all required meetings and utilize the strategies learned in their sessions with USD to improve their organizations.
- Audit is conducted and ready for use in next FY CDBG NOFA
- All organizations apply for and get deemed 'qualified' in the RFQ for the Regular CDBG Public Services Category.
- All organizations submit the RFP and competitively get funded.













New Americans Museum

Creative Sector Micro-Enterprise Technical Assistance Workshops

Key Staff

- Linda Caballero Sotelo, Executive Director
- Celia C.J. Solis, Director of Operations
- Polly E. Toledo, Executive Assistant & Grants Coordinator

The Nonprofit Institute Presents: The Nonprofit Academy Accelerator Program

University San Diego SCHOOL OF LEADERSHIP AND EDUCATION SCIENC 

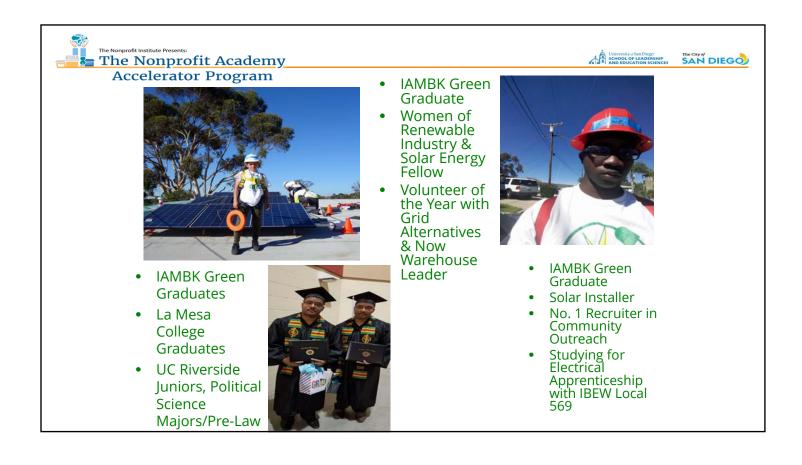
Things we learned...

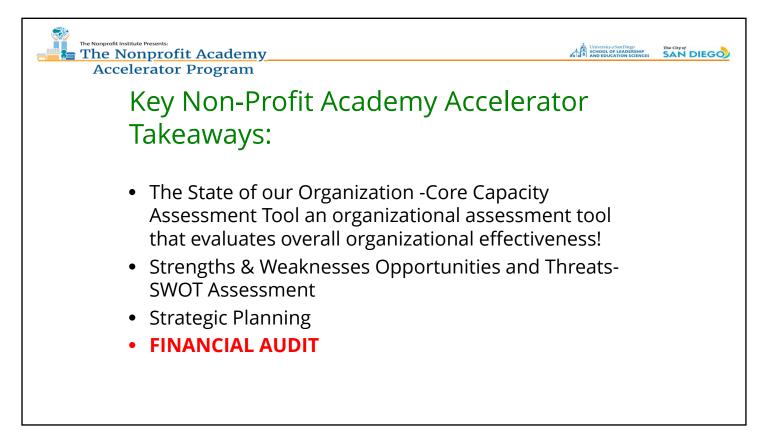




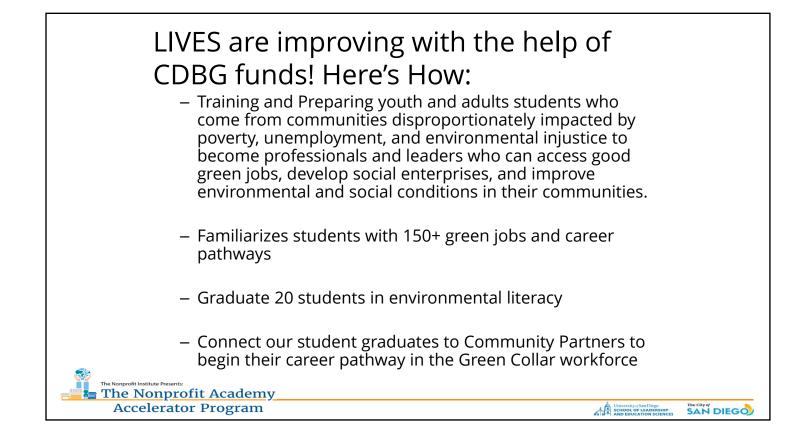


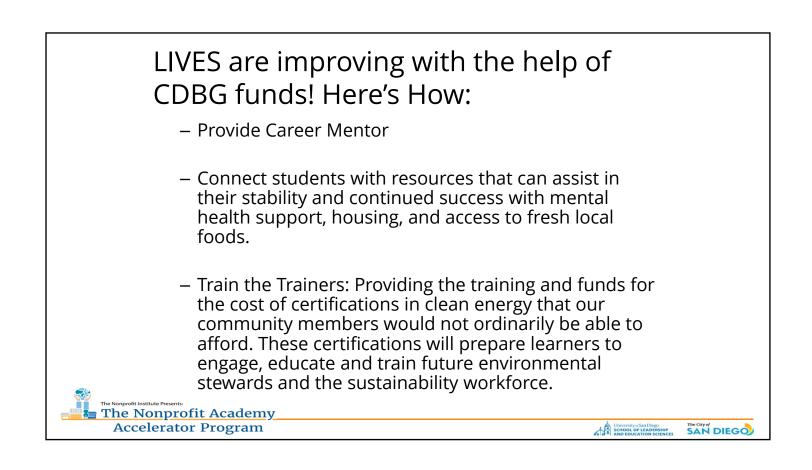


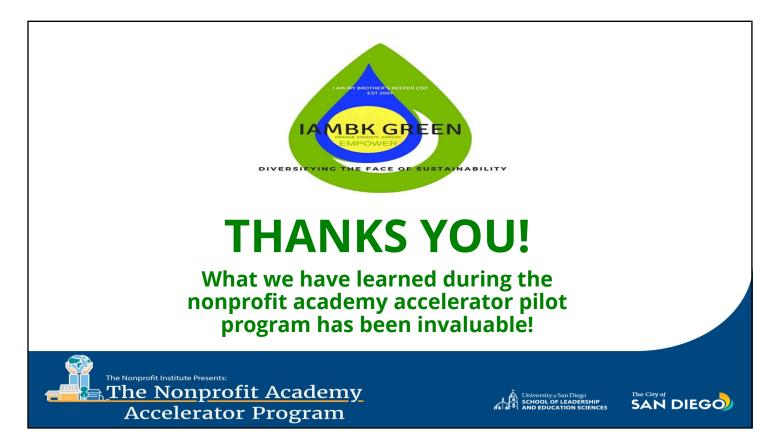


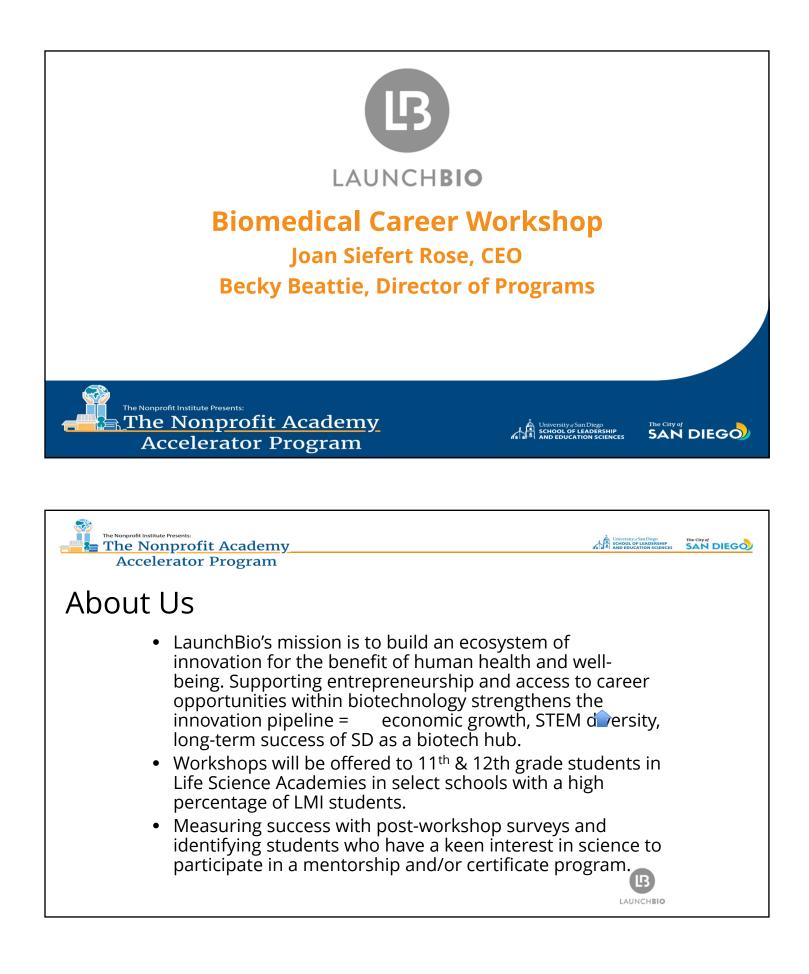


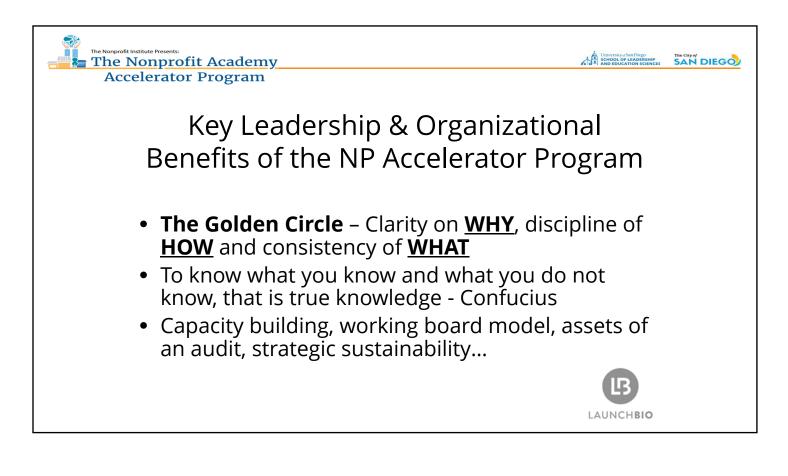


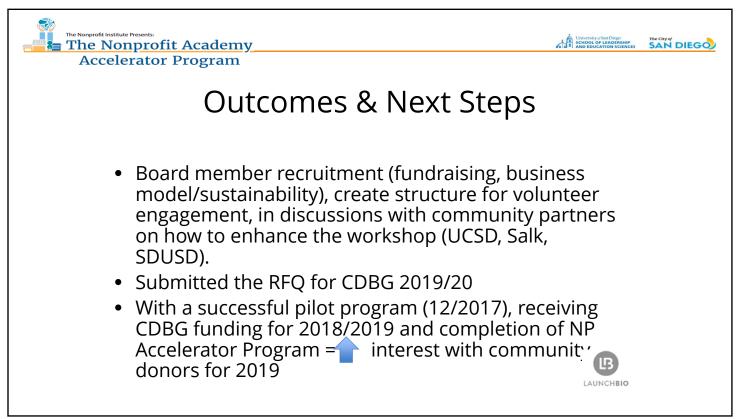


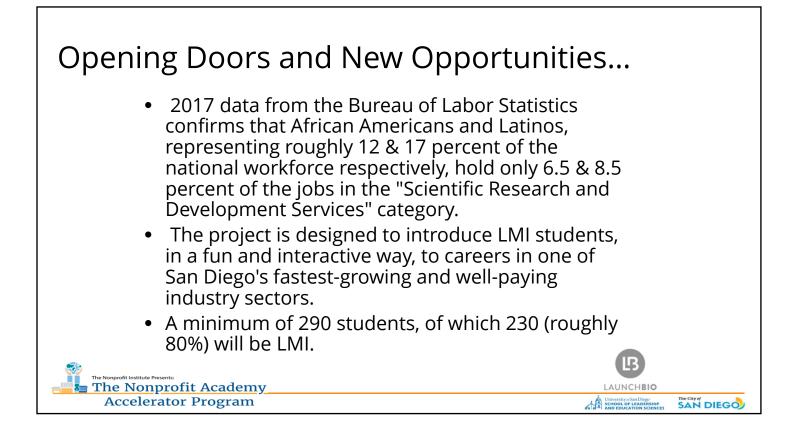


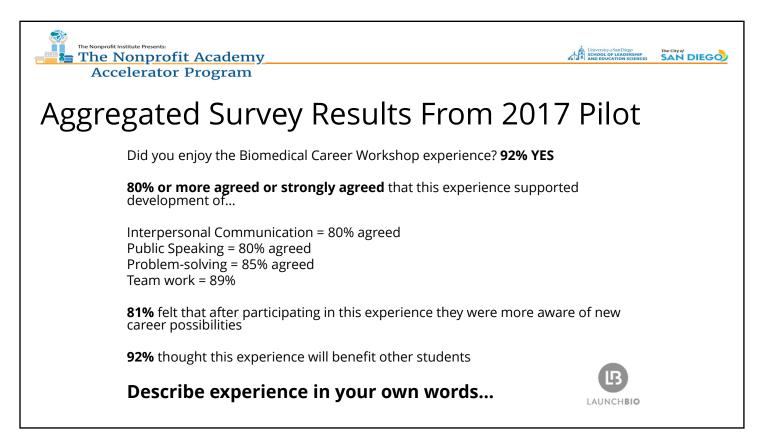




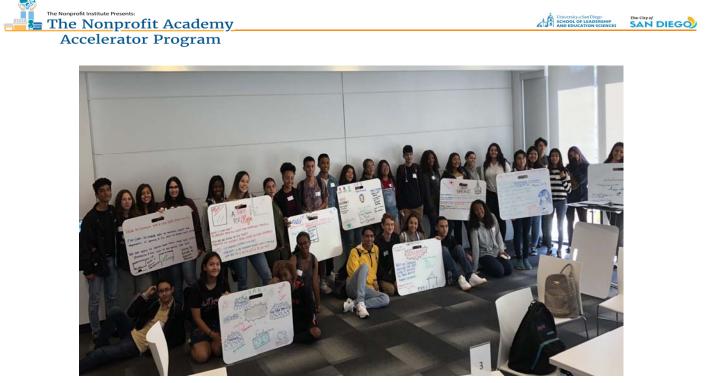


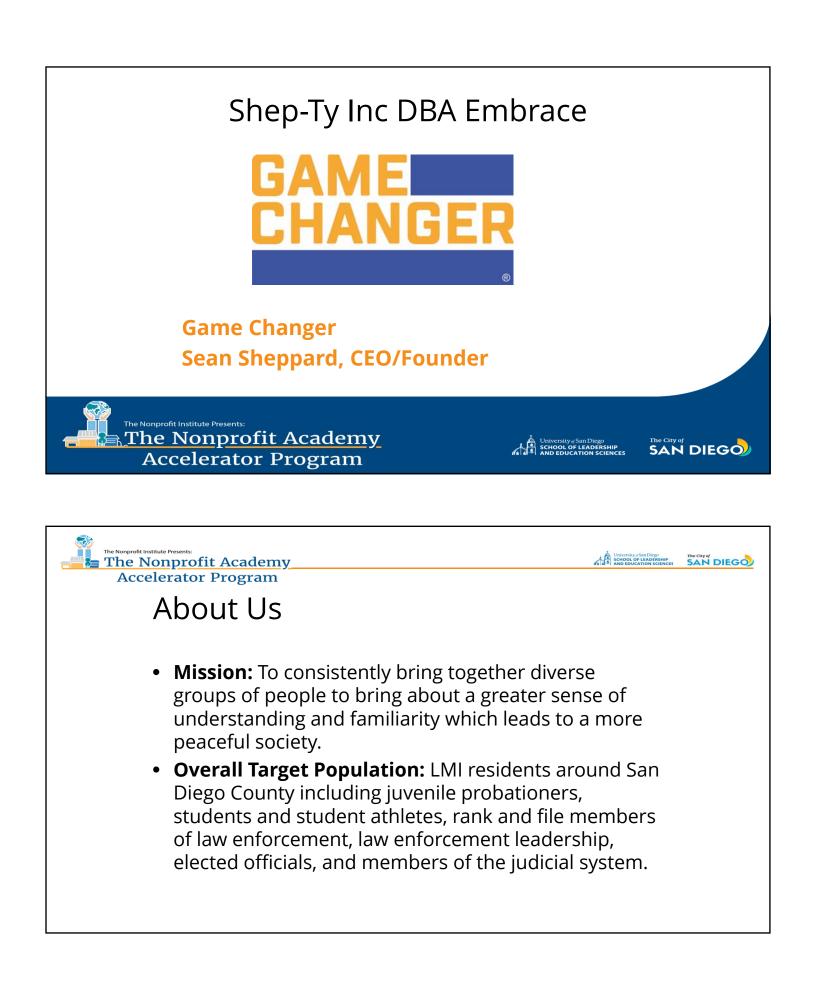


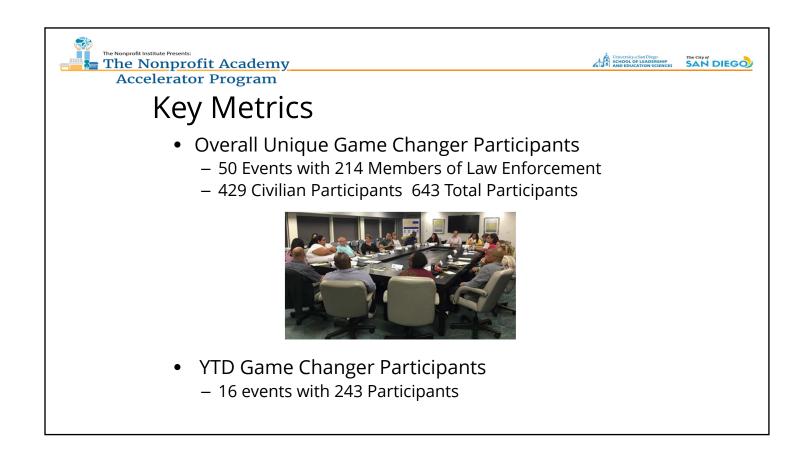


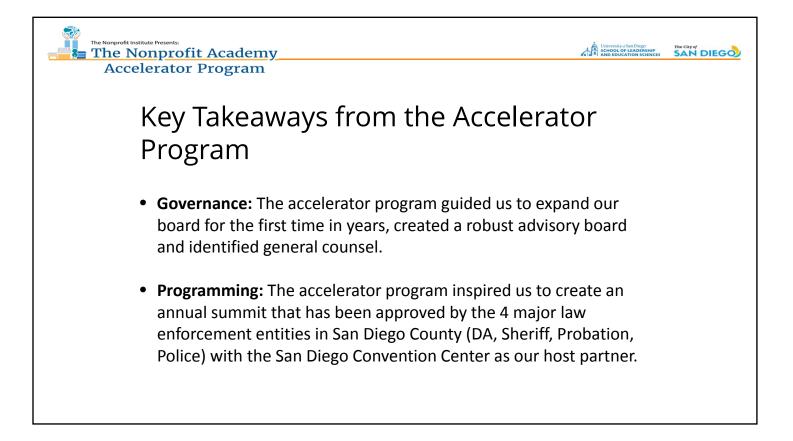


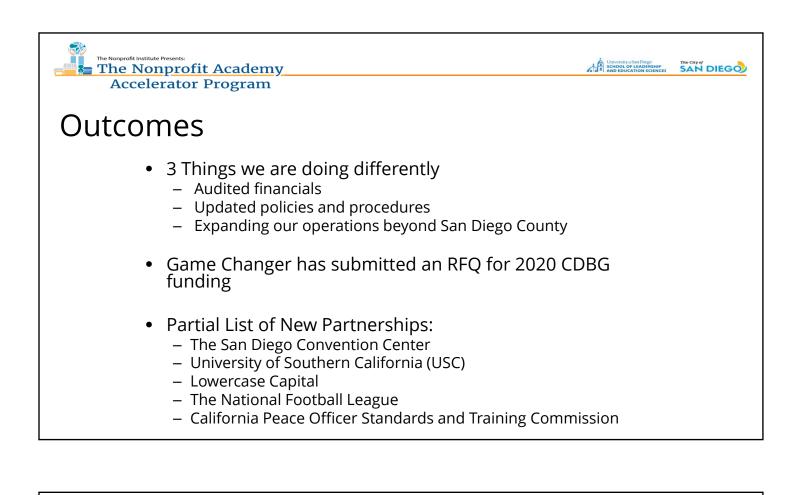


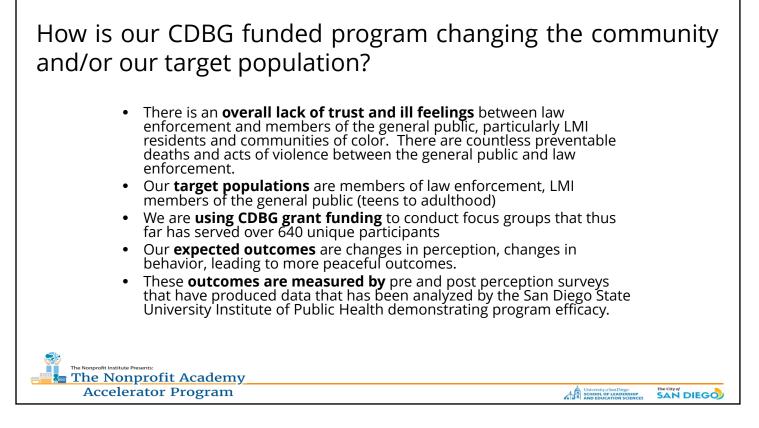


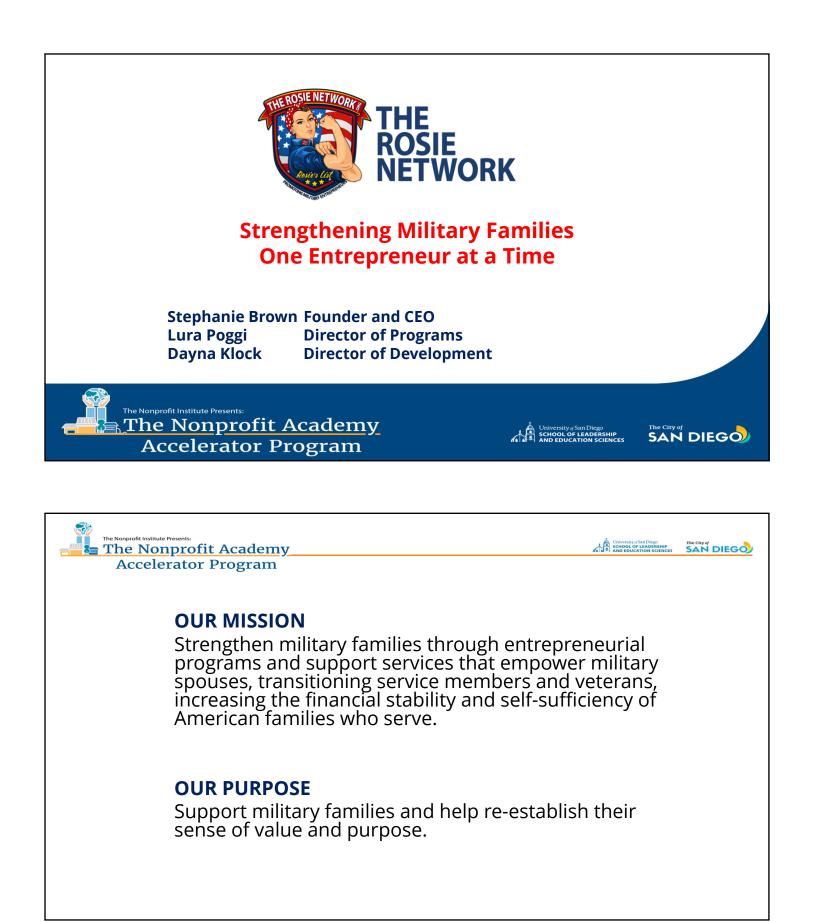


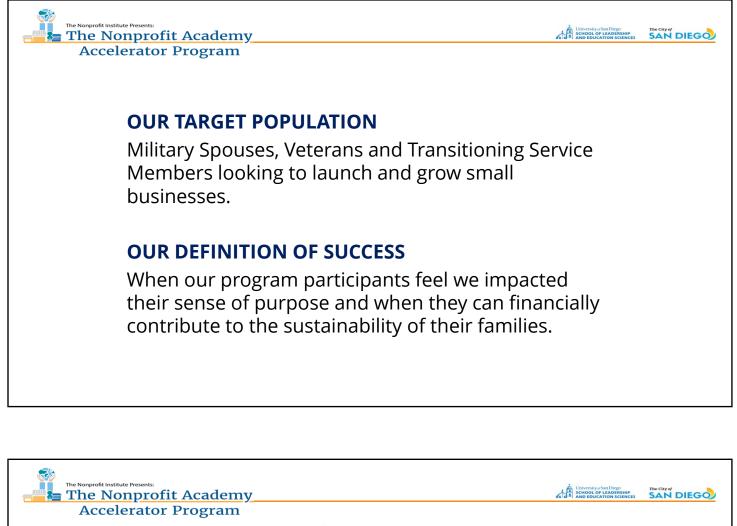








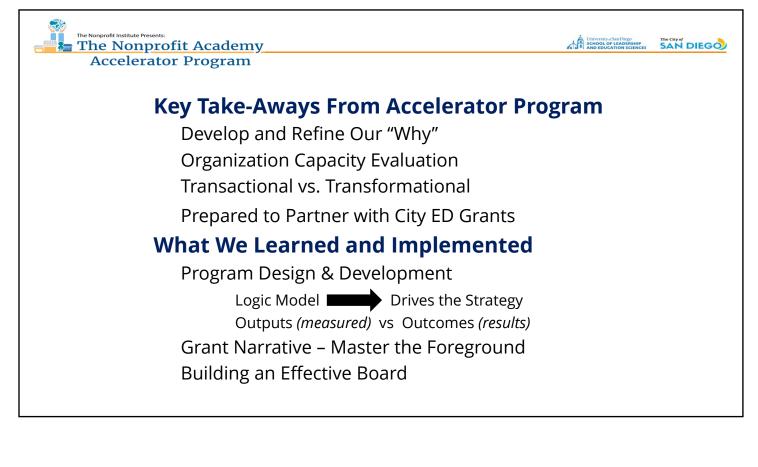






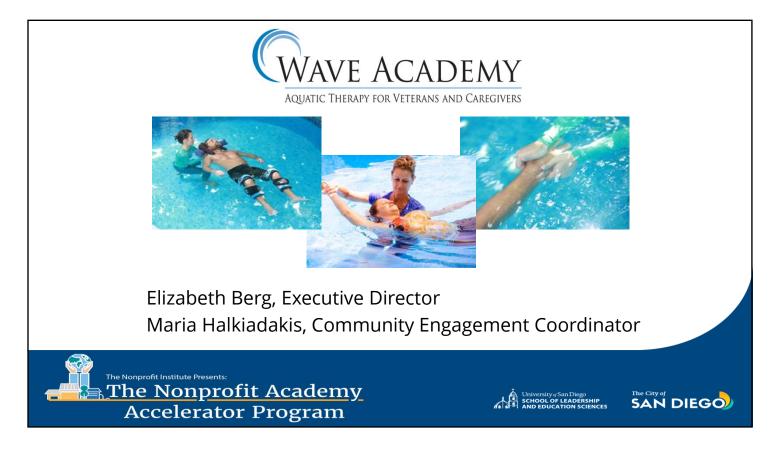
NO COST TRAINING AND CO WORKING SPACE FOR VETERANS AND MILITARY SPOUSES LAUNCHING AND GROWING SMALL BUSINESSES

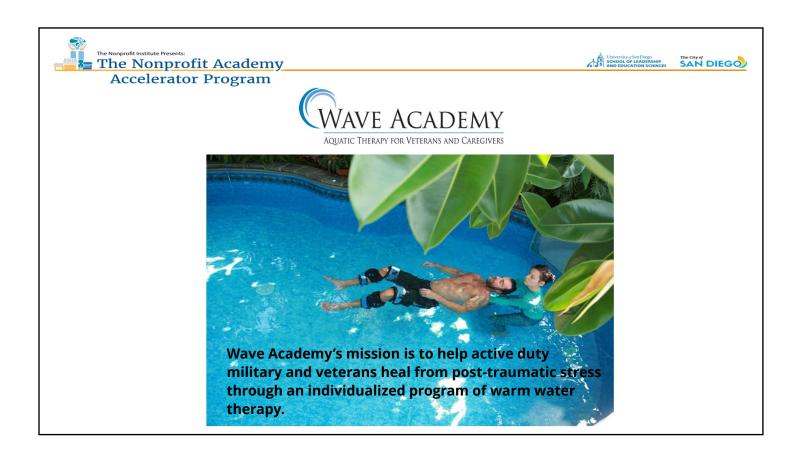
- REMOVE FINANCIAL BARRIERS
- 12-MONTH INDIVIDUALIZED BUSINESS TRAINING
- ACCOUNTABILITY PARTNER
- FINANCIAL LITERACY
- MENTORSHIP
- TRUSTED RESOURCE PARTNERS

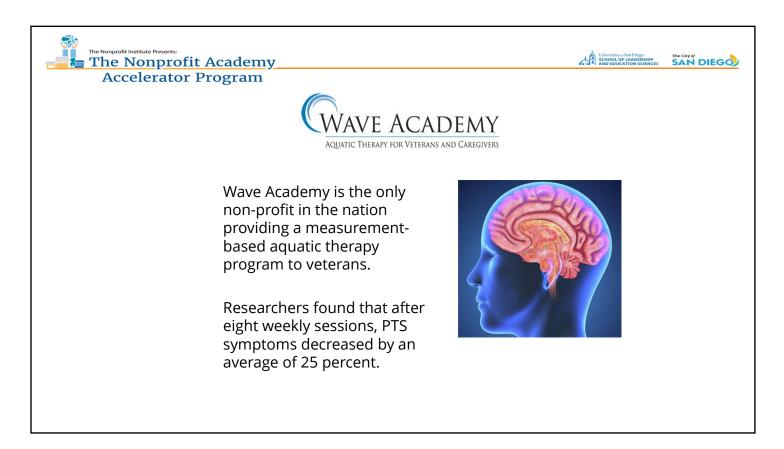


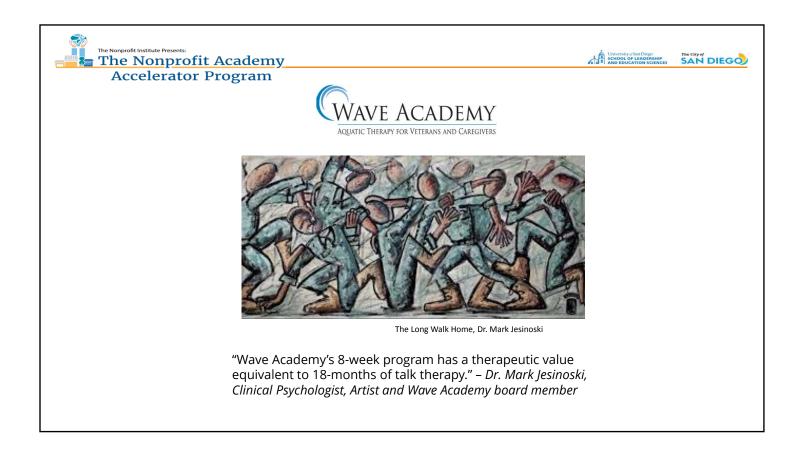






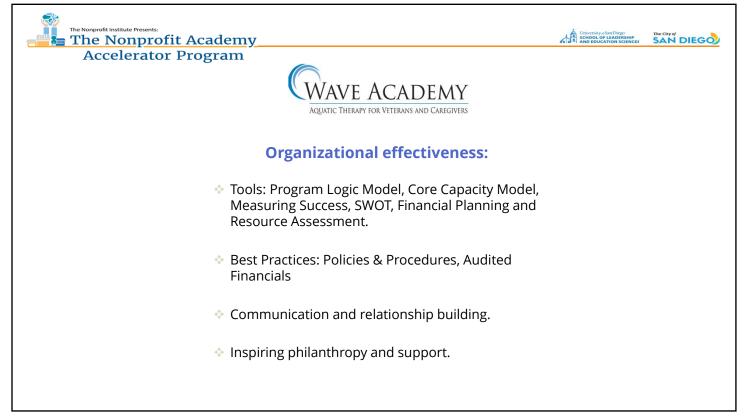


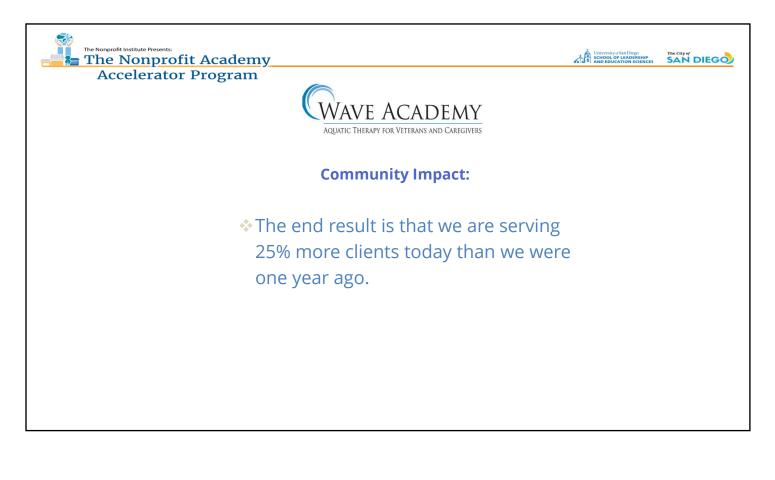


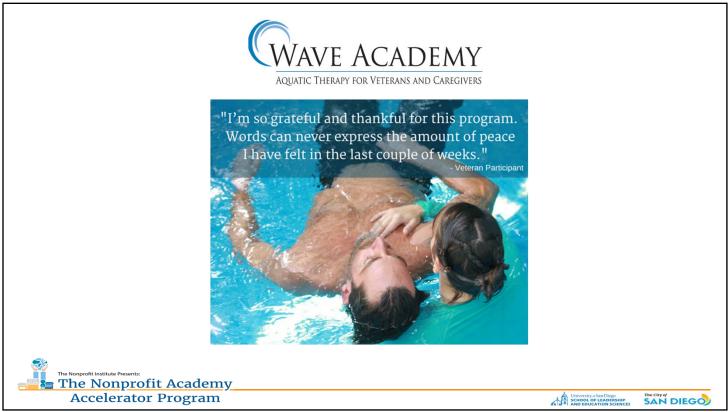




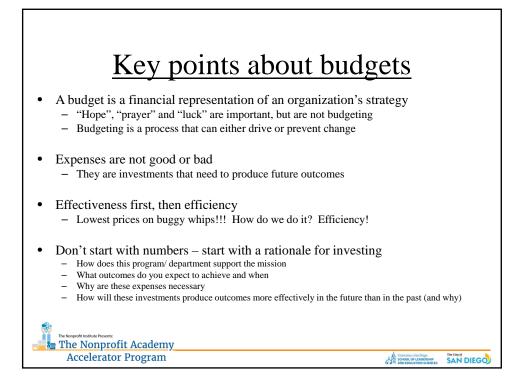


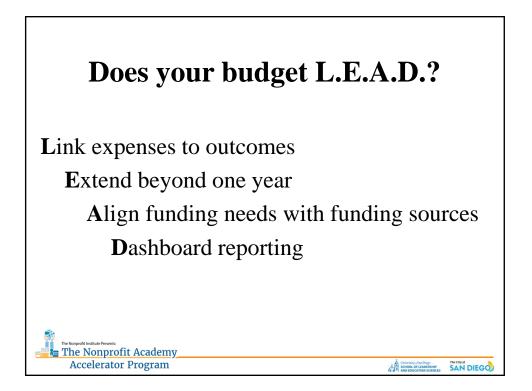


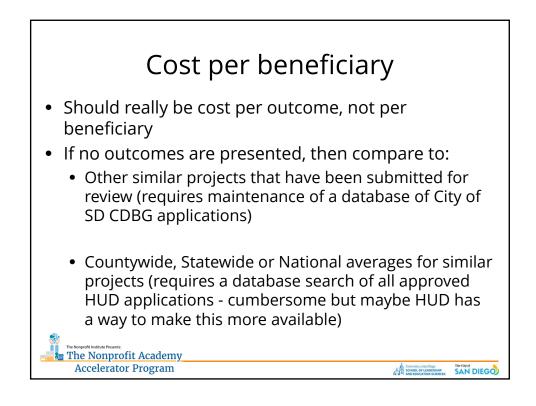


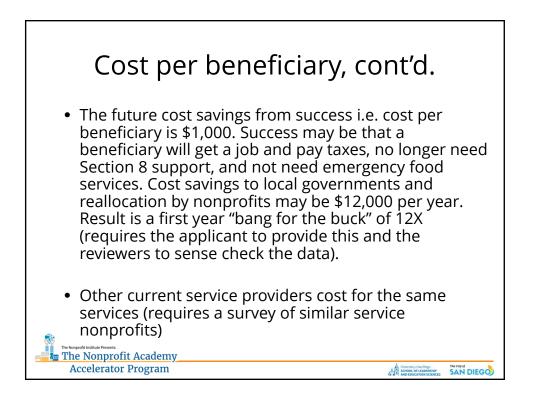


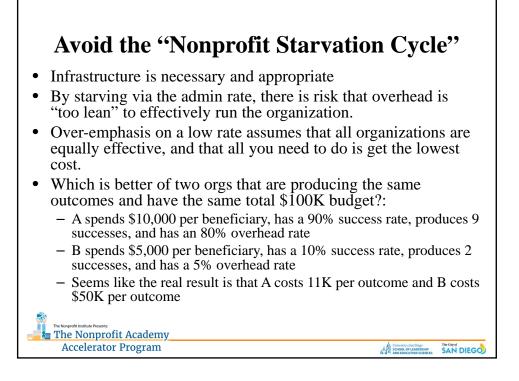














sb Partnering with the City

CDBG Organizational Partnerships

Partnerships Are Considered to be:

- A lead applicant organization, accounting for 51% or more of the proposed staff and administrative costs
- Proposing to partner with other organizations as subrecipients to undertake program activities and receive CDBG funding.
- Partners not receiving CDBG funding are not subject to the RFQ process

sandiego.gov

SD Partnering with the City

RFQ Organizational Requirements – Partnerships

- All proposed partners must have been deemed "qualified" to conduct business with the City
- Subject to traditional organizations RFQ NOFA Standards

 Small/emerging organizations are not eligible for partnerships

SD Partnering with the City

RFQ Organizational Requirements - Partnerships

- Lead organization must have submitted a response to the FY 2020 RFQ phase and be deemed "qualified" to conduct business with the City
- Highly recommended for all organizations interested in partnering and receiving CDBG funds qualify through the FY 2020 RFQ phase
- If not, partnerships proposed with organizations who did not respond to the RFQ will be subject during the FY 2020 RFP phase via special staff review



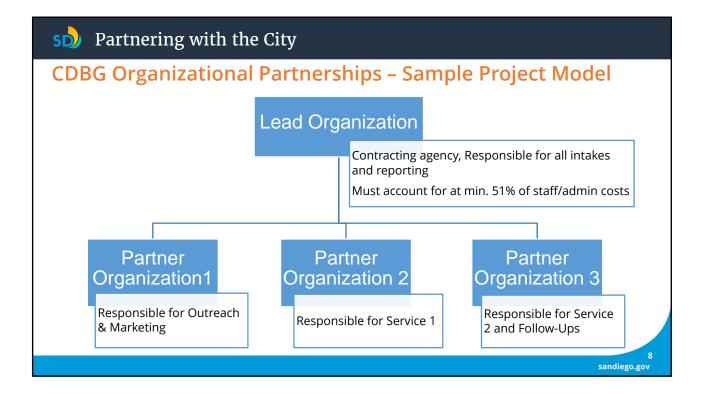


SD Partnering with the City

CDBG Organizational Partnerships – Considerations

- 1. Ensure lead organization has been deemed qualified through the FY 2020 CDBG RFQ Phase
- 2. Consider the organizational structure to the proposed partnershipsWhat will the roles and responsibilities be for each and associated costs?
- 3. Consider what unique benefit each proposed partnership adds to the project

 Location, type of service, implementation, cost effectiveness, experience, etc.
- 4. Evaluate the merit of partnering to implement a project and whether the partnership will realize operational efficiencies and programmatic effectiveness





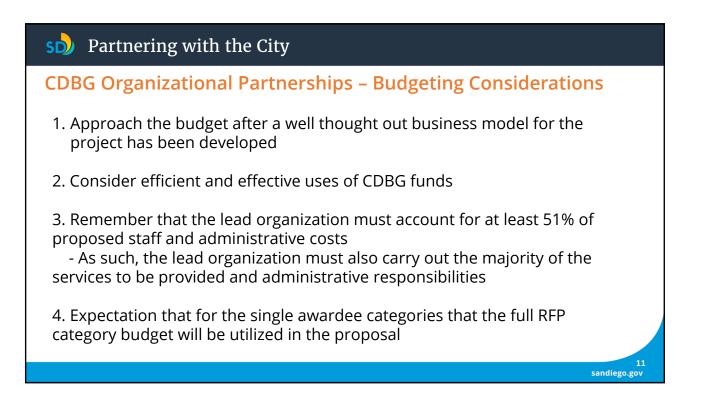
sp Partnering with the City

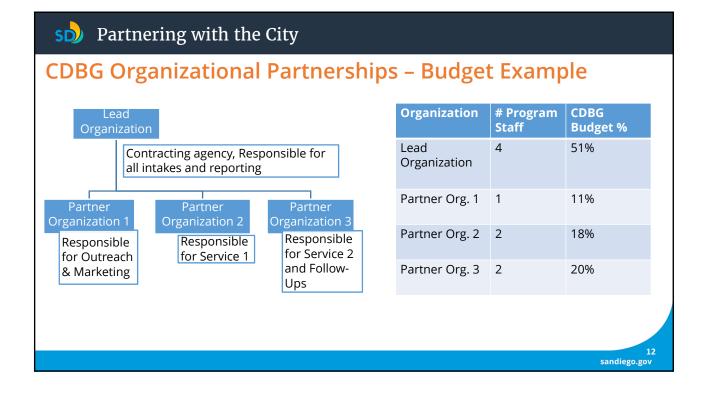
Partnerships - Maximum Funding Request Threshold

The MFRT amount indicates the maximum amount of CDBG funds your organization can be awarded in FY 2020, whether that amount is for one or more projects.

- Determined by <u>Cash Balance</u> from the entire team of organizations' Audited Financial Statements (multiplied by 4)
- Limited by overall budget for each RFP project category
- > Applies to all of organization's RFP responses combined
- > MFRT will be included in RFQ notification of results

10





s Partnering with the City		
Nex	t Steps	
	Date	Step
	11/09/2018	Organizations notified of "qualified" or "not qualified" status
1	11/16/2018	RFP released via ED Grants to "qualified" organizations only
	11/27 – 11/29/2018	Mandatory RFP Workshops
	01/09/2019	RFP responses due in ED Grants by 11:59 p.m. (PDT)
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