

CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MINUTES

WEDNESDAY, MAY 08, 2019

SAN DIEGO CIVIC CONCOURSE – GOLDEN HALL
202 'C' STREET, SAN DIEGO, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none"> Valerie Brown, Council District 5 Zaheen Chowdhury, Council District 1 Sara Berns, Council District 2 Richard Thesing, Council District 7 Claudia Dunaway, Council District 8 Eileen Gonzales, Council District 3 (<i>late</i>) 	<ul style="list-style-type: none"> VACANT, Council District 4 VACANT, Council District 6 Peter Dennehy, Council District 9

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> Michele Marano, Community Development Coordinator Leonardo Alarcon, Community Development Specialist Michelle Harati, Community Development Project Manager 	13 people signed the attendance sheet

Call to Order

Ms. Valerie Brown called the meeting to order at 9:05 a.m. with five board members present. Quorum was achieved at this time.

Approval of Minutes

Ms. Brown called for a motion to approve the April 10, 2019 meeting minutes. Mr. Richard Thesing moved to approve the minutes. Ms. Sara Berns seconded the motion. The April minutes were unable to be approved by a quorum as the vote resulted in 4-0-1 with Ms. Brown abstaining. The April minutes will be recorded for reference only.

Board Announcements

Mr. Thesing stated that he was surprised by recent comments received from Councilmembers at the City Council hearing regarding the process behind the allocation of

the funds received from the U.S. Department of Housing and Urban Development (HUD). Further, Mr. Thesing indicated that he hoped it was a misunderstanding and that staff will work to ensure all Councilmembers are aware of and understand the process.

Staff Announcements

- Ms. Michele Marano announced that enrollment is now restricted to a waitlist for the next session of the City of San Diego Nonprofit Academy. The event has currently reached capacity, but staff are working to secure additional spaces and those interested are encouraged to waitlist themselves for updates. Additional information can be found on the [Nonprofit Academy website](#).
- Ms. Marano stated that on April 23, 2019 the City Council unanimously approved the draft Fiscal Years (FY) 2020-2024 Consolidated Plan and draft FY 2020 Annual Action Plan. Ms. Marano thanked the CPAB members and organizations that attended the meeting to speak in support of approval.
- Ms. Marano explained that the proposed revisions to Council Policy 700-02 were not considered by the City Council and that staff will be working with CPAB members on reviewing the policy during the summer prior to returning it to City Council.
- Ms. Marano stated that it is anticipated that opportunity youth from the San Diego Workforce Partnership will be present at the July CPAB meeting to receive recognition for their efforts and participation in the workforce programming.

Non-Agenda Public Comment

N/A

Agenda Item(s)

Action Item: 6a:

Creation of Ad-Hoc Committee for FY 21 Scoring Criteria

Mr. Leonardo Alarcon presented the Board with a request to approve the creation of an ad-hoc committee to review the information that will be utilized to review the FY 2020 Notice of Funding Availability (NOFA) scoring criteria.

Mr. Zaheen Chowdhury moved to approve the motion and Ms. Eileen Gonzales seconded the motion. The motion was approved 6-0.

Action Item: 6b:**Creation of Ad-Hoc Committee for Revisions to Council Policy 700-02 and By-Laws**

Ms. Marano requested the Board to consider the creation of an ad-hoc committee to discuss recommended revisions to Council Policy 700-02 and modernization of the CPAB By-Laws.

Mr. Thesing moved to approve the motion and Ms. Berns seconded the motion. The motion was approved 6-0.

Action Item: 6c:**Proposal to Adjourn the June 2019 CPAB Meeting**

Mr. Alarcon presented the Board with the option to adjourn the June 12, 2019 CPAB meeting given there were no agenda items scheduled.

Ms. Berns moved to approve the motion and Ms. Claudia Dunaway seconded the motion. The motion was approved 6-0.

Discussion Item: 7a:**Fiscal Year (FY) 2020 CDBG Application Process Review**

Ms. Michelle Harati provided the Board with an overview of the FY 2020 application process and responses received from the solicitation of feedback from participants.

Please see the attached PowerPoint presentations for additional details.

Adjournment

- Meeting adjourned at 9:30 a.m.

Economic Development Department

Applicant & CPAB FY 2020 Community Development Block Grant (CDBG) Application Process Review



Economic Development

Changes in FY 2020

- Expansion of Small and Emerging Nonprofits Category – Funding Award to 10 Applicant Organizations
- Single Family Housing Rehabilitation – GRID Alternatives Selected as the Single Awardee
- Neighborhood Business Improvement – LISC San Diego Selected as the Single Awardee
- Catalytic Neighborhood Investments
 - Access Youth Academy – Nonprofit Facility
 - LISC San Diego – Affordable Housing Revolving Loan Fund

Economic Development

FY 2020 CDBG RFP Summary

Public Service

- 19 Projects: \$2,000,000

Nonprofit CIP

- 7 Projects: \$7,209,517

Small/Emerging

- 10 Projects: \$500,000

Affordable Housing

- 1 Project: \$2,210,750

Community Econ Dev.

- 9 Projects: \$4,071,058

Single Family HR

- 1 Project: \$2,500,000

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Economic Development

Question: The FY 2020 Request for Qualifications (RFQ) process was clear and the requirements were easy to understand.

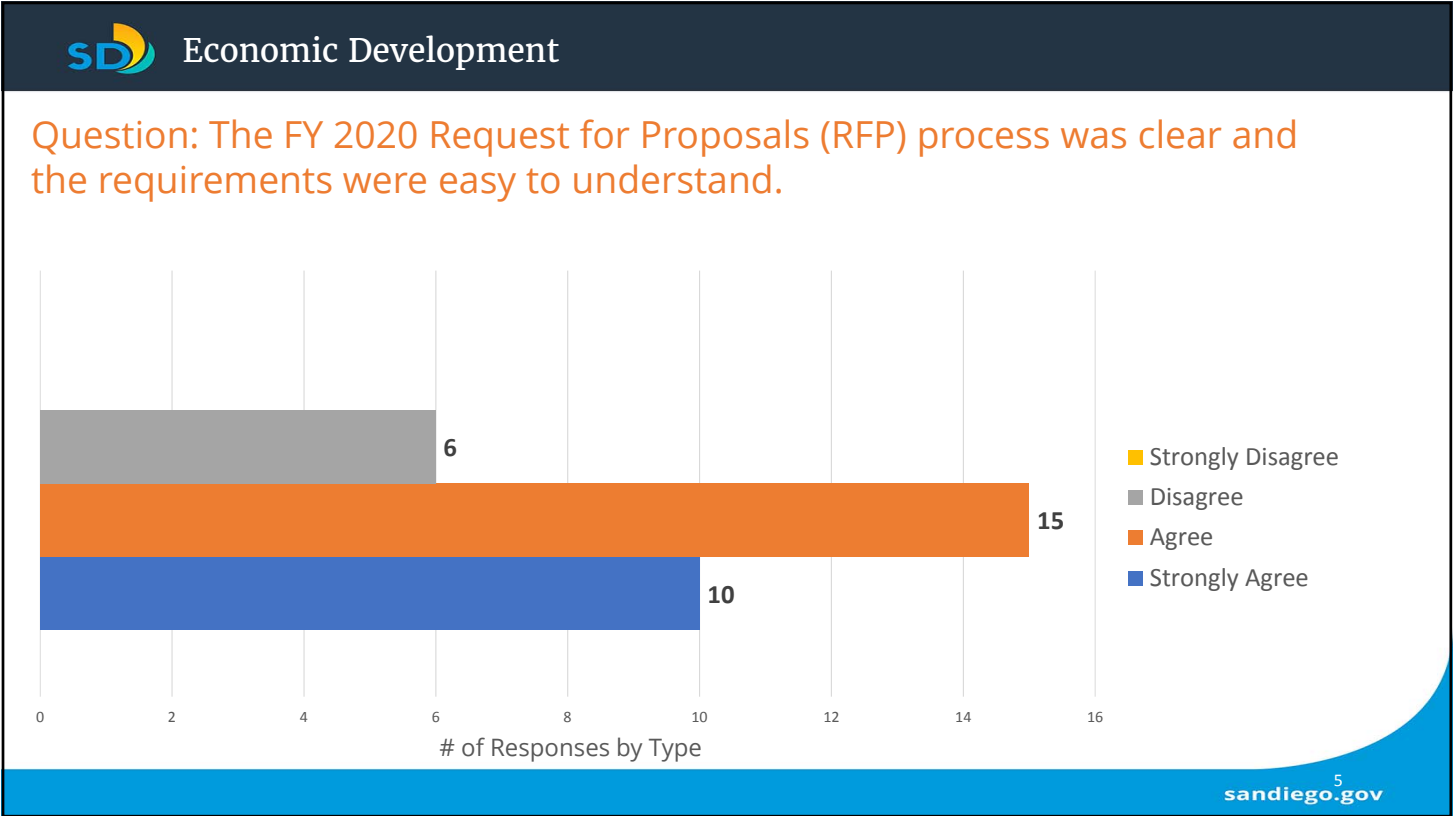
Response Type	# of Responses
Strongly Disagree	0
Disagree	5
Agree	16
Strongly Agree	10


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Economic Development

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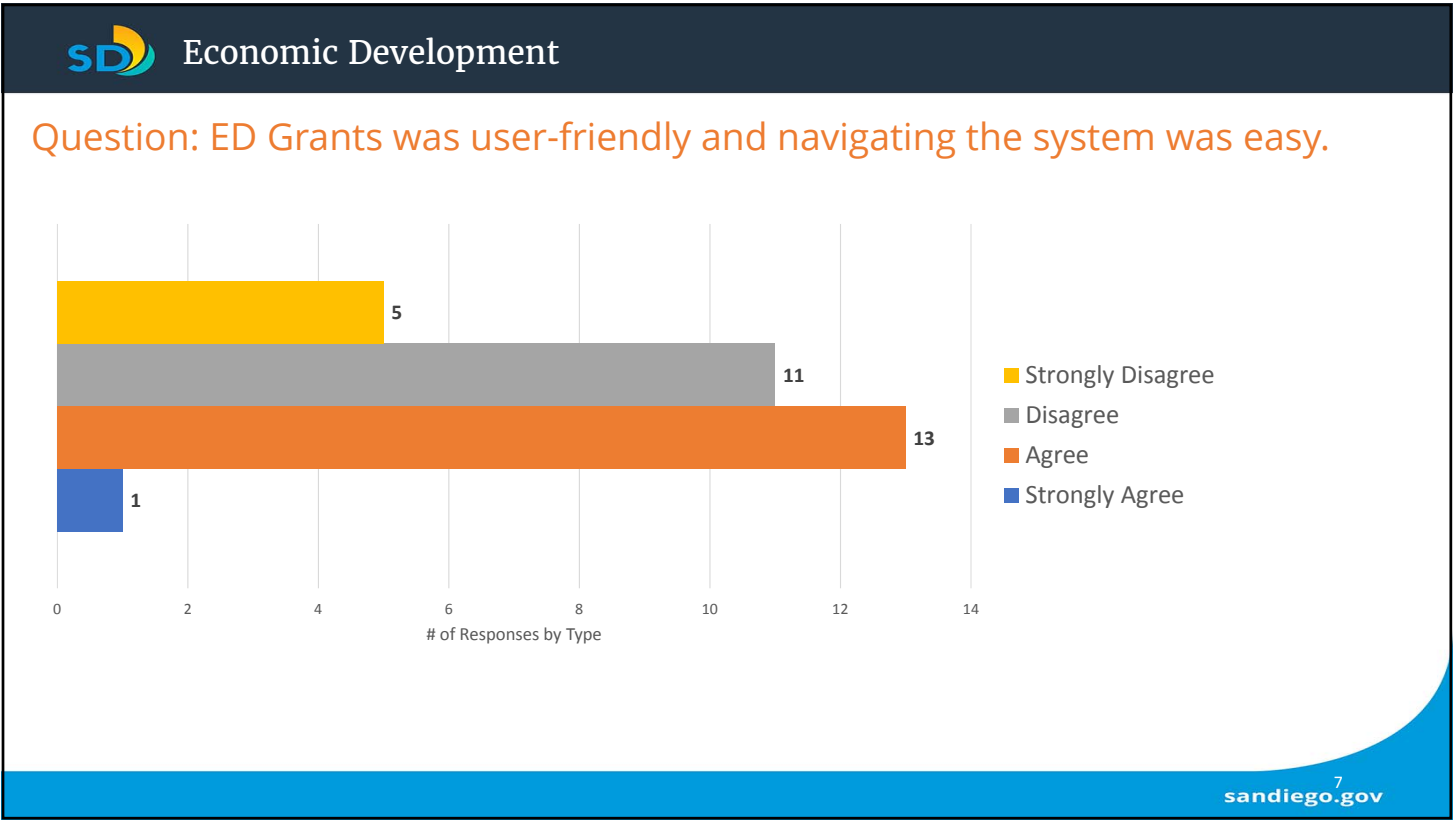
Economic Development


Question: The FY 2020 Request for Proposals (RFP) process was clear and the requirements were easy to understand.

Comments Received:

- Request for greater clarity needed in regards for recommendations for potential partners to be approved during the RFQ process or risk of disqualification if an organization was not deemed qualified to receive CDBG funds.
- Request for longer fields to enable organizations to provide full picture of capabilities and qualifications in the forms.
- Appreciated the breakdown of sections and screenshots.
- City staff was helpful and responsive.
- I didn't feel I could strongly agree on the clarity of the process because it is so incredibly dense and at times repetitive.

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 Economic Development


Question: ED Grants was user-friendly and navigating the system was easy.

Comments Received:

- ED Grants can be cumbersome to navigate and is not intuitive
- Multiple issues with saving and submitting applications
- It's a fussy system, but seems improved over the last cycle
- Typing in the sections for the budget narrative manually is challenging
- It's typically not clear where you are in navigation--it opens in different points for different users, and can be very hard to figure out what sequence of menus are selected and how to get to the right place.

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Economic Development


Question: ED Grants was user-friendly and navigating the system was easy.

Comments Received:

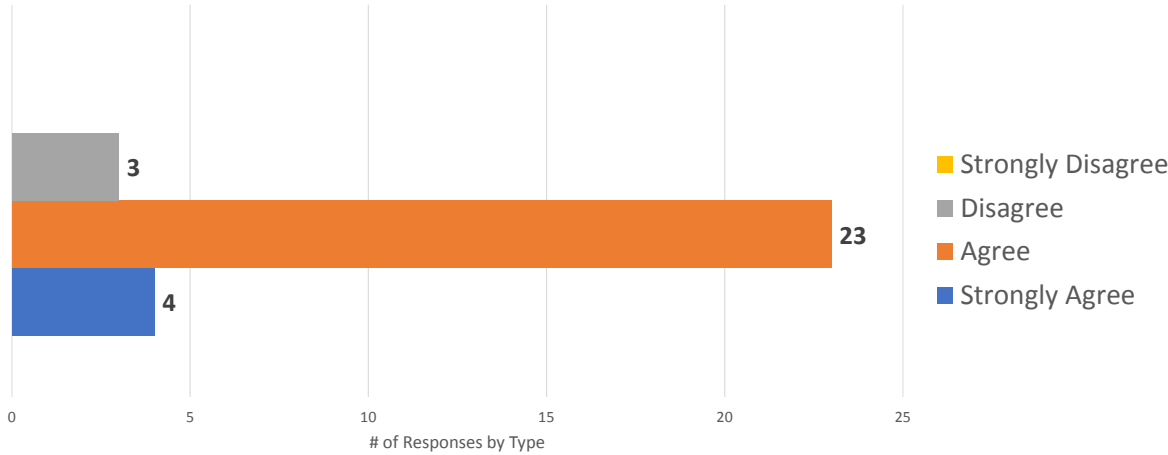
- Really appreciate the step-by-step guides as navigation of the system can be tricky if you do not know where you're going. Those guides have been a big asset to our organization when training staff.
- ED Grants is the most convoluted grants system I've ever used. Even just the process for starting an RFQ or RFP application is extremely complicated, and the way the narrative sections are buried within a tab in the application is counterintuitive. Everything in ED Grants is a maze.

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Economic Development

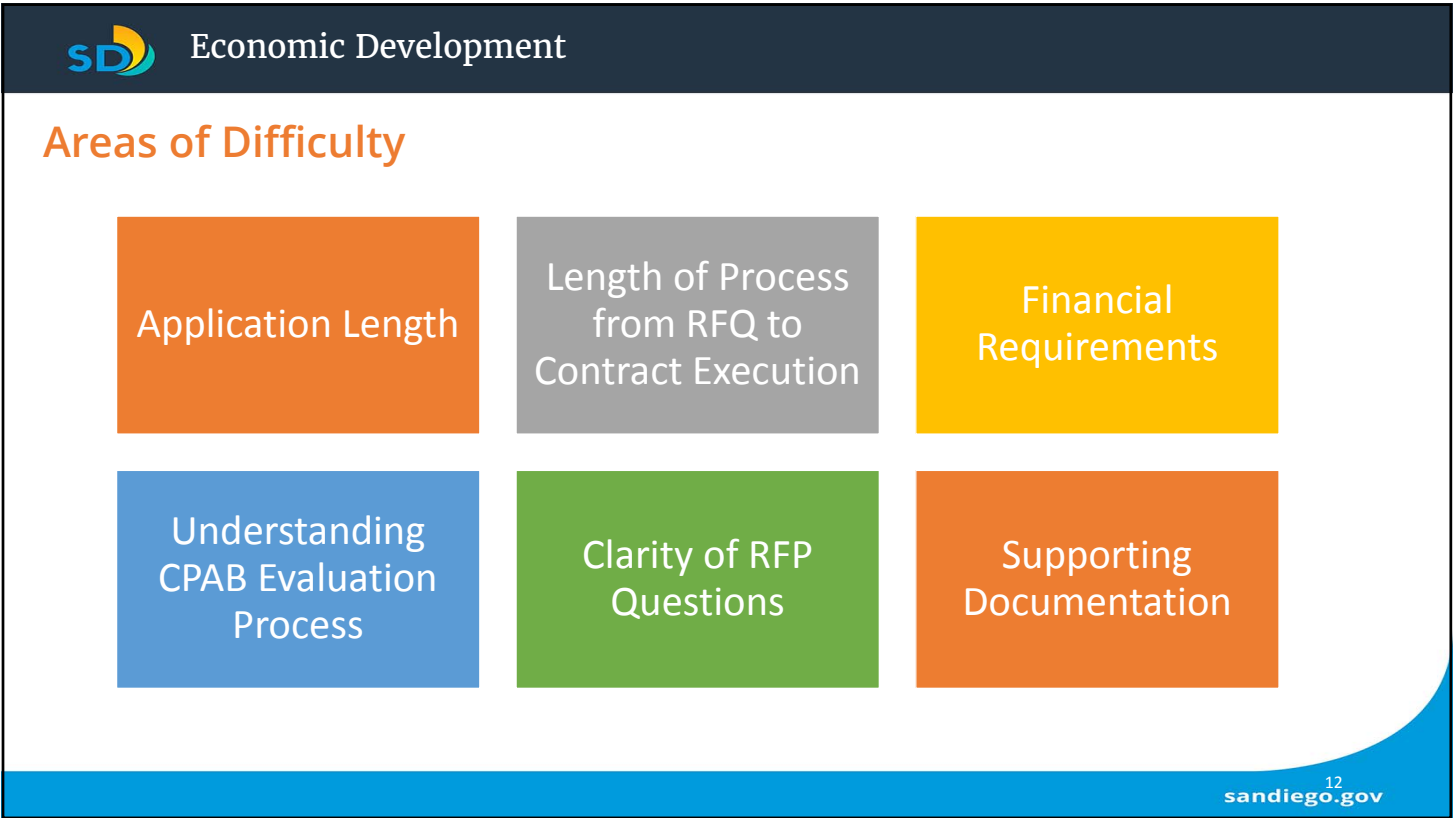
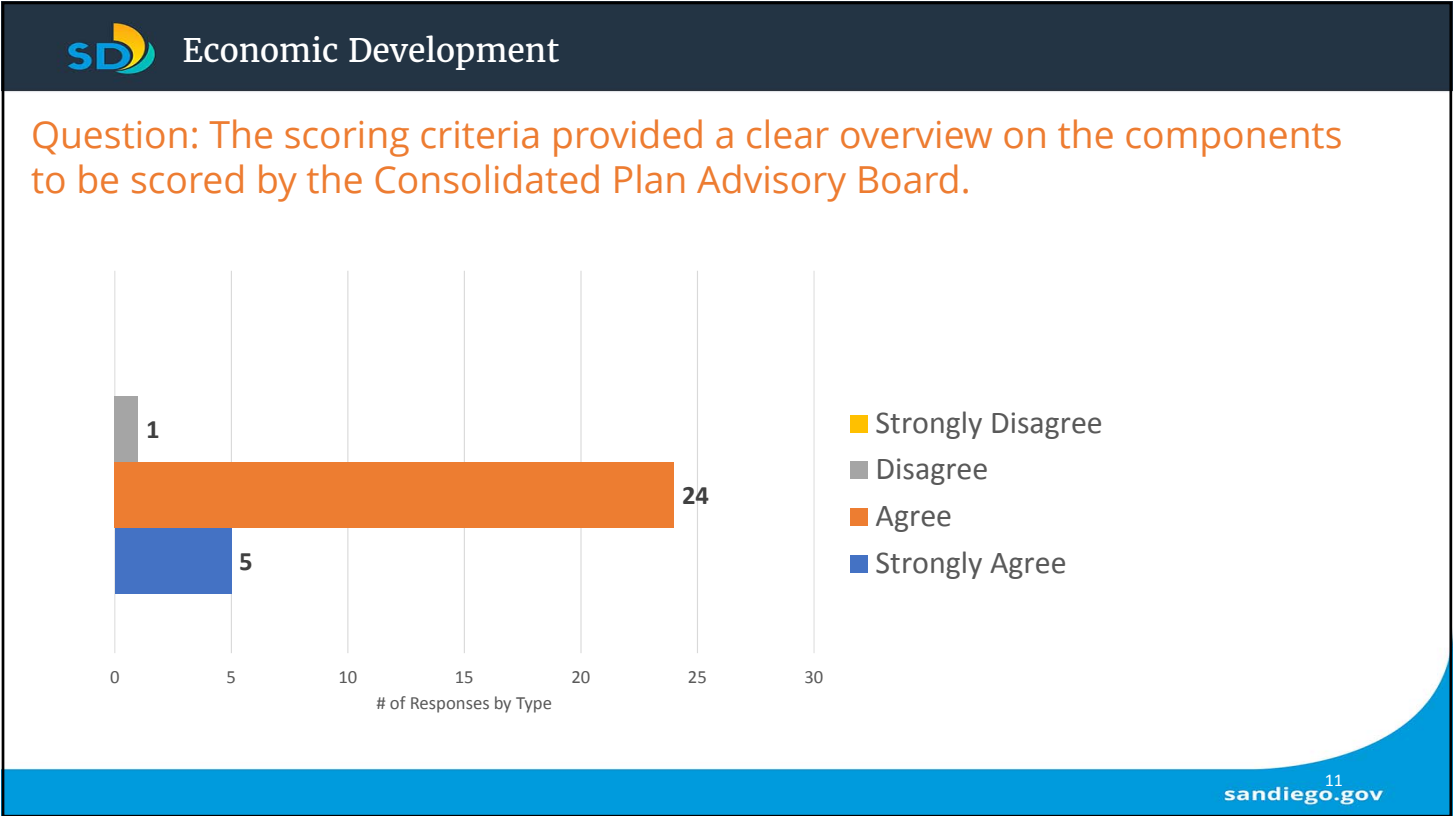
Question: The materials developed to assist me in navigating the ED Grants online (like step-by-step guides, FAQs, and/or the open lab) were helpful.




Response Type	Count
Strongly Disagree	0
Disagree	3
Agree	23
Strongly Agree	4

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Economic Development

General Comments:

- **The documentation process was extensive** for a small program and the budget section was difficult to complete.
- **Did not seem clear that the entire advisory board was prepared having reviewed all materials by the presentation teams.** It was also not made clear that the board would and presentation was a deciding factor for final selection.
- Not enough budget money is allocated to Public Services. **Not enough detail is provided in the evaluator comments to assist with making necessary changes to applications so that they improve and become funding-worthy year over year.** Some evaluators made no comments at all, and some didn't explain why they gave good or bad scores--not helpful at all. Makes it all seem arbitrary and biased towards the same organizations year after year.
- **Questions seemed similar at times** which made it feel like answers were sometimes slightly redundant.
- The **earlier deadline was a bit difficult to meet** given the proximity to the holiday. Mid-Jan is preferable.

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Economic Development

FY 2020 CPAB Feedback

Presentation component for certain categories was helpful

Scoring criteria needs minor refinement

Difficulty with the varying structures within the Catalytic Neighborhood Investments RFP

Sufficient time to review responses

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Thank you.