

CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MINUTES

WEDNESDAY, NOVEMBER 13, 2019

SAN DIEGO CIVIC CONCOURSE – 1st Floor, Main Lobby 202 'C' STREET, SAN DIEGO, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT			
 Zaheen Chowdhury, Council District 1 Eileen Gonzales, Council District 3 Valerie Brown, Council District 5 Rich Thesing, Council District 7 	 Sara Berns, Council District 2 VACANT, Council District 4 			
 Victoria Barba, Council District 8 Peter Dennehy, Council District 9 	VACANT, Council District 6			

8 people signed the
attendance sheet

Call to Order

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

Approval of Minutes

Ms. Brown called for a motion to approve the October 9th, 2019 meeting minutes. Mr. Rich Thesing moved to approve the minutes. Mr. Peter Dennehy seconded the motion. The minutes were then approved unanimously, 6-0.

Board Announcements



Mr. Dennehy asked staff if the current CPAB vacancies will be filled before the FY 2021 application scoring period. Mr. Leonardo Alarcon stated that the Council District 6 seat has been vacant for some time and staff has not received a nomination from that Council District. A nomination has been submitted by Council District 4, but the individual has yet to be confirmed at a Council Hearing. Mr. Dennehy reiterated the importance of having the person confirmed before the scoring process has started.

Staff Announcements

- Mr. Leonardo Alarcon introduced the Community Development Division's new Program Manager, Angela Nazareno Clark. Ms. Nazareno Clark discussed her background and looks forward to working with the CPAB.
- Mr. Alarcon mentioned that the Request for Qualification (RFQ) phase of the Fiscal Year (FY) 2021 CDBG application process has been completed. A total of 70 applications were received, of which 69 were deemed qualified to submit a Request for Proposal (RFP). The RFP was released on Monday, November 4th, 2019 and is due no later than Friday, December 20th, 2019 at 5:00 PM. Organizations interested in receiving technical assistance are invited to attend a technical assistance meeting, where staff will be able to answer questions regarding the eligibility of the project proposal.
- Mr. Alarcon stated that the City of San Diego, in partnership with the San Diego Housing Commission and the Regional Taskforce on the Homeless, released a Community Action Plan on Homelessness. The goal of the plan is to build a client centered homeless assistance system that aims to prevent homelessness and quickly create a path to safe and affordable housing. The strategy outlines the different funding sources for homeless services, which includes CDBG funding.
- Mr. Alarcon announced that Mayor Faulconer held a press conference on Tuesday, November 12, 2019, on renovations to the Bonita Cove Park and dedicated the playground to community activist and former CPAB member, Dr. Maruta Gardner.

Non-Agenda Public Comment

• Ms. Deme Hill, Continuum of Care lead for the Regional Task Force on the Homeless (RTFH), pointed out the importance of assisting homeless youth, as there are currently over 3,000 unsheltered homeless youth in San Diego. Ms. Hill would like the CPAB to consider the homeless youth when discussing possible changes to homeless funding.



Agenda Item(s)

<u>Action Item 6a:</u> CPAB By-Laws Approval

Mr. Alarcon gave a brief presentation on the revisions to the draft CPAB By-Laws. *Please see the attached presentation for more information.*

Ms. Brown called for a motion to approve the draft By-Laws. Ms. Victoria Barba made the motion, which was seconded by Mr. Rich Thesing. The motion was approved unanimously, 6-0.

Action Item 6b:

Formation of Ad-Hoc for Homeless Funding

Ms. Marano reminded the CPAB of their discussion from the October 9 CPAB meeting regarding the allocation of CDBG public service funding to homeless operations, as required by Council Policy 700-02 and as budgeted for the Navigation Center, Ms. Marano restated the CPAB's request to hold additional discussions regarding the allocation of CDBG funds for homeless projects, outcomes of the various projects and of their request to form an Ad-Hoc Committee to make a recommendation or recommendations to the Mayor's Office and City Council regarding the use of CDBG funds for homeless programs in the FY 2021 Action Plan

Mr. Thesing requested a presentation from City about the Navigation Center. Ms. Brown confirmed a request would be made for a presentation about the Navigation Center and that the Ad Hoc Committee could make additional recommendations to place future discussions on the CPAB agenda.

Ms. Brown called for a motion to create the Ad-Hoc to discuss CDBG funding for homeless programs. Ms. Eileen Gonzales made the motion, which was seconded by Mr. Peter Dennehy. The motion was approved unanimously, 6-0.

Discussion Item 7a:

San Diego Housing Commission (SDHC) Homeless Programs Outcomes

Mr. Marc d'Hondt from the San Diego Housing Commission (SDHC) gave a presentation on the San Diego Housing Commission outcomes related to homeless programs and services in San Diego. *Please see attached presentation for more information.*



Discussion Item 7b: San Diego Regional Analysis of Impediments to Fair Housing Workshop Overview

Ms. Marano briefly reviewed the purpose of the Analysis of Impediments. Ms. Marano also gave an overview on the information currently being presented in the Analysis of Impediments Fair Housing Workshops, which are being held in several communities throughout the region. *Please see attached presentation for more information.*

Adjournment

• Meeting adjourned at 10:20 a.m.



CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

BY-LAWS

Effective TBD

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Article 1: Establishment

The Consolidated Plan Advisory Board (CPAB) was established by Ordinance O-19963 and Municipal Code Chapter 2, Article 6: Boards and Commissions, Division 21, sections 26.2101–26.2113. The Municipal Code creates, sets the term limits for and defines the general purpose of the CPAB. Council Policy 700–02 was established in 2009 and sets forth general guidelines by which the City will select and implement activities utilizing CDBG funds.

Article 2: Purpose and Intent

The purpose and intent of the CPAB is to serve in an advisory capacity to the Mayor and City Council on policy issues related to the City's Consolidated Plan for U.S Department of Housing and Urban Development (HUD) entitlement grant programs (Consolidated Plan) and the allocation of CDBG funds.

The CPAB is subject to the Ralph M. Brown Act of the State of California and shall conduct its meetings in accordance with the provisions thereof.

Article 3: Duties and Functions

The powers and duties of the CPAB shall be as follows:

- a) Provide advice and recommendations on all policy issues relating to the Consolidated Plan, the Annual Action Plan, the Community Development Block Grant (CDBG) Program, the Emergency Solutions Grant (ESG) Program, and the HOME Investment Partnerships (HOME) Program;
- b) Recommend processes, policies, and procedures for the fair distribution of CDBG funds to non-profit and other organizations eligible to receive CDBG funds;
- c) Openly and impartially evaluate applications for CDBG funds, deemed eligible and complete by City staff, and provide funding recommendations to the City Council;
- d) Provide advice and recommendations regarding the establishment of goals for the Consolidated Plan and the Annual Action Plan as well as any action(s) necessary to meet or reprioritizes such goals or to amend such plans;

e) Recommend policies and procedures to ensure the greatest possible public participation in the creation of each Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report (CAPER)

At the discretion of the Board Chair, the CPAB may issue a written statement of clarification or response to any communications from a Council Member, Council Committee, or the City Council. All correspondence that is issued by the Chair on behalf of the CPAB will be placed on the Agenda of the next Board meeting as an informational item.

Each Board member agrees to comply with the City of San Diego's Conflict of Interest Code.

Article 4: Organization and Meetings

Section 1-Board Appointments

The CPAB shall consist of nine members appointed from a pool of nominees submitted the City Council. Nominees and appointments shall be made in accordance with Municipal Code Chapter 2, Article 6, §26.2103. Board members shall be appointed by the Mayor subject to confirmation by a majority vote of the City Council. All members of the CPAB shall be residents of the City of San Diego, unless this requirement is waived by the City Council pursuant to the applicable Council Policy.

In accordance with <u>Municipal Code</u> Chapter 2, Article 6, § 26.2104, all members will meet the minimum qualifications to serve on the CPAB. No member of the Board shall participate in any decision in which he or she has any personal or financial interest.

Members of the Board shall serve two-year terms and each Board member shall serve until a successor is duly appointed and confirmed. Members of the Board are limited to serving a maximum of four consecutive years. An interval of four years must pass before a member can be reappointed after serving four consecutive years. Any member initially appointed to a term of less than two years shall be eligible to subsequently serve two consecutive two-year terms.

Section 2-Designation of Board Chair and Vice-Chair

During July of each year, the Mayor may designate one member of the Board as Chair. In the absence of such designation, the Board shall on or after August 15, select a Chair from among its members. The Chair shall serve a one-year term with the option of reappointment for one additional year. The Board shall elect a Vice-chair who shall act as chairperson only when the chairperson is absent, which positions shall continue for two (2) year term. The Vice-Chair shall be selected through a majority vote of the seated CPAB members on an annual basis.

Section 3 - Meetings

As determined by the Chair, the Board will meet as necessary to fully perform its duties and functions as set forth in section 26.2113. All meetings of the Board shall comply with the Ralph M. Brown Act. The Board shall keep written records of the proceedings which shall be public records.

Meetings are generally to be held on the second Wednesday of each month between the months of January – May and September – October. The adopted schedule is determined by the Chair and will be modified in the case of a scheduling conflict or there is a need to address a critical action item. The Board and the public will be notified if there is a change of date, time, or location at least 72 hours before the meeting.

Section 4-Attendance

Attendance will be tracked at the meetings but Board members can continue serving on the Board until they have submitted a resignation or the City Council member chooses to replace them. As the two most important meetings involve CDBG allocations (March) and the Annual Action Plan (April), the Board Chair retains the option of recommending a dismissal if a Board member misses both the March and April meetings.

Section 5-Quorom

A majority of the seated Board members will constitute a quorum authorized to transact business. To make any Board decision, the affirmative votes constituting a majority of the seated Board members is necessary. (Please note Municipal Code Chapter 2, Article 6, Division 21, § 26.2112 states that a quorum will be five members. The Municipal Code will need to be updated to address this recommended change.)

Until Municipal Code Chapter 2, Article 6, Division 21, §26.2112 is amended, five members of the Board shall constitute a quorum authorized to transact business. Five affirmative votes of the members of the Board shall be necessary to make any Board decision.

Section 6 – Action Items

If an action item has been placed on the agenda, Board members will receive documents and/or information related to the action item at least 24 hours before the meeting occurs.

Section 7–Staff Support

City of San Diego staff and/or City consultants shall attend all Board proceedings as appropriate in order to report on the status of projects and the expenditures of HUD entitlement funds.

The City shall provide to the Board necessary technical and administrative assistance as follows:

- a) Preparation of and posting of public notices as required by the Ralph M. Brown Act;
- b) Reservation of an appropriate meeting room and location;
- c) Preparation and copies of any documentary meeting materials, such as agenda and reports;
- d) Retention of all Board records, including attendance, meeting minutes, and other relevant information;
- e) Prompt technical assistance during the Request for Proposal (RFP) application process to ensure all questions are answered in a timely manner;
- f) Technical assistance in using the ED Grants system.

Section 8 – Board Resignations

Board members shall notice the Board Chair, City staff, and their nominating Council District of their resignation in writing at minimum 72 hours prior to their final Board meeting. In addition, Board members will be required to submit a resignation form to the City Clerk's Office.

Article 5: Committees/Ad-hocs

As established in Council Policy 700–02, the CPAB is responsible for refining the Scoring Criteria on an annual basis. f Ad-hoc committees may be established to determine the best evaluation tool for the upcoming fiscal year application process and shall consist of less than a majority of the seated members of the Board. Additional ad-hoc committees may be established for other HUD policy related items including Fair Housing, Council Policy 700– 02, and other items as they may arise. Any ad-hoc committees that are formed shall be disbanded upon completion of the appointed goals

Article 6: Order of Business

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters not covered under these Bylaws.

The order of business of regular Board meetings shall be as follows unless modified by the Board Chair:

- 1) Call meeting to order. Identify if a quorum has been met
- 2) Approval of minutes
- 3) Staff Announcements
- 4) Board Announcements
- 5) Non-Agenda Public Comments
- 6) Action Items
 - a. Public comment (if submitted)
- 7) Information Items
 - a. Public comment (if submitted)
- 1) Adjournment

Article 7: By-laws

The Board adopts these By-laws and may modify the By-laws on an annual basis, if so desired. Immediately upon a favorable vote of not less than two-thirds of the full membership of the Board and approval of the Economic Development Department, these Bylaws shall be in full force and effect. Any amendment to these By-laws shall be approved by a two-thirds vote of the entire seated CPAB.



PROVIDER		FJV		PATH	YWCA
PROJECT NAME	PROJECT NAME		Interim Shelter HOT Beds Only	Connections Housing	Cortez Hill
	Goal	1100	400	500	500
Total Persons Served		923	587	516	455
Total Households Served	150	-	-	-	143
Bed Occupancy Rate	00%	103%	N/A	93%	87%
Unit Occupancy Rate	90%			-	62%
Average LOS for Leavers (Days)		84	-	118	90
Average LOS for Stayers (Days)	90	226		79	95
Exits to Longer-Term & Permanent Housing	65%	45%		49%	70%
Exits due to Noncompliance	20%	21%	35%	16%	16%
Adults Exiting with Income from Any Source	65%	46%	-	55%	84%
Adults with Increased Income from Entry to Exit	50%	32%	-	10%	85%
Adults Employed at Exit		6%	-	8%	29%

TRANSI		AL HOUS	Salvation		
PROVIDER PROJECT NAME		MHS SIP*	Salvation Army TLC	YMCA Turning Point	YWCA Becky's House
Total Persons Served		169	99	44	168
Total Households Served		N/A	37	28	54
Bed Occupancy Rate	90%	93%	89%	89%	39%
Unit Occupancy Rate		-	95%	94%	73%
Average LOS for Leavers (Days)	365	142	247	283	258
Average LOS for Stayers (Days)	305	161	243	284	154
Exits to Permanent Housing	75%	31%	88%	100%	100%
Exits due to Noncompliance	20%	19%	7%	0%	0%
Housing Affordability at Exit (Rent < 50% of Income)	<50%	28%	23%	28%	25%
Adults Exiting with Income from Any Source	65%	47%	100%	100%	100%
Adults Employed at Exit	20%	17%	75%	57%	52%
Adults Maintained/Increased Income from Entry to Exit	50%	47%	63%	79%	84%



Permanent Supportive Housing Persons with Disabilities Continued

	Number of Adults at Start	Number of Adults at Annual Assessment (Stayers)	Number of Adults at Exit (Leavers)
Adults with Only Earned Income (i.e., Employment Income)	35	20	6
Adults with Only Other Income	141	95	28
Adults with Both Earned and Other Income	15	18	3
Adults with No Income	159	27	15
Adults with Client Doesn't Know/Client Refused Income Informatio	0	0	0
Adults with Missing Income Information	0	0	0
Number of Adult Stayers Not Yet Required to Have an Annual Asse		32	
Number of Adult Stayers Without Required Annual Assessment		106	
Total Adults	350	298	52
1 or More Source of Income	191	133	37
Adults with Income Information at Start and Annual Assessment/E		160	52









- Total Households 46

 13 Households with Children
 33 Households without Children
- Total Exits 34 Households
- Exits to Permanent Housing 32 Households
- Average Length of Stay = 237 days



SDRAFFH Partners

- City of Carlsbad
- City of Chula Vista
- City of Coronado
- City of Del Mar
- City of El Cajon
- City of Encinitas
- City of Escondido
- City of Imperial Beach
- City of La Mesa
- City of Lemon Grove

- City of National City
- City of Oceanside
- City of Poway
- City of San Diego
- City of San Marcos
- City of Santee
- City of Solana Beach
- City of Vista
- County of San Diego









- Fair housing describes a condition in which individuals of similar income levels in the same housing market have a like range of choice available to them, regardless of their protected class status.
- Prohibits discrimination in housing choice because of protected class status

Federal and State Protected Classes

State

- Sexual Orientation
- Marital Status
- Ancestry
- Age
- Source of Income
- Gender Identity and Expression
- Genetic Condition
- Primary Language
- Arbitrary Factors

Other California Laws

Immigration Status

National Origin

• Physical and/or Mental

• Familial Status

Disability

Federal

Race

ColorReligion

Sex

• Freedom from Violence or Intimidation

What is NOT Fair Housing? Affordability Affordability issues are not fair housing issues, unless affordability disproportionately impacts a protected class

- Tenant/Landlord Issues
 - Tenant/landlord disputes are not fair housing issues, unless the disputes are based on protected classes













































