

CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MINUTES

WEDNESDAY, OCTOBER 10, 2018

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

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

STAFF PRESENT	ATTENDANCE SHEET
Stephen Maduli-Williams, Community Development	
Division Program Manager	
Michele Marano, Community Development Coordinator	11 people signed the
Leonardo Alarcon, Community Development Specialist	attendance sheet
Michelle Harati, Community Development Project	
Manager	

Call to Order

Mr. Ken Malbrough called the meeting to order at 9:08 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 September 12, 2018, meeting minutes. Ms. Sara Berns moved to approve the minutes. Mr. Zaheen Chowdhury seconded the motion. The minutes were approved 7–0.

Board Announcements

N/A



Staff Announcements

- Ms. Michele Marano announced that the Fiscal Year (FY) 2020 Request for Qualifications (RFQ) response deadline had been extended to Friday, October 19, 2018 at 11:59 p.m. Ms. Marano also stated that similarly the FY 2020 Request for Proposals (RFP) response period had also been extended with the RFP expected to be released on November 16, 2018 with a response deadline of January 9th, 2019. Ms, Marano explained that the mandatory RFP workshops are tentatively scheduled for November 27 29, 2018 for morning and afternoon sessions and once finalized, a notice will be sent out to the CDBG mailing list. Those interested in signing up to receive future CDBG emails may do so here. Additional information on the FY 2020 RFQ and RFP timelines can be found on the City's CDBG website (please click here).
- Ms. Marano stated that the City Council unanimously approved the FY 2020 2024 Consolidated Plan Goals on October 8, 2018. <u>The staff report, and additional</u> documents can be accessed here.
- Mr. Leonardo Alarcon stated as a reminder that the next CPAB meeting is scheduled for Wednesday, November 7, 2018 at 9:00 a.m.

Non-Agenda Public Comment

N/A

Agenda Item(s)

Action Item: 6a:

Fiscal Year (FY) 2020 Scoring Criteria Revisions and Recommendations

The CPAB was presented with the proposed revisions to the scoring criteria for evaluation of FY 2020 Request for Proposals (RFP) responses. The CPAB recommended the adoption of the FY 2020 scoring criteria for the nine RFP categories listed below.

- FY 2020 Scoring Criteria: Public Services
- <u>FY 2020 Scoring Criteria: Community & Economic Development -</u> Technical Assistance
- FY 2020 Scoring Criteria: Single Family Housing Rehabilitation
- <u>FY 2020 Scoring Criteria: Community & Economic Development:</u> Microloan Program
- FY 2020 Scoring Criteria: Neighborhood Business Improvement Program
- FY 2020 Scoring Criteria: Nonprofit Capital Improvement Projects (NCIP)



Community Development

- FY 2020 Scoring Criteria: Nonprofit CIP Sustainability Improvements
- FY 2020 Scoring Criteria: Multi-Family Housing Rehabilitation

Mr. Richard Thesing made the motion, which Ms. Valerie Brown seconded. The motion passed 6–0-1, with Ms. Berns abstaining. *Please see attached PowerPoint for additional details*.

Public Comments Received:

- Ms. Tiernan Seaver, representing Casa Familiar, expressed concern over proposed changes within the Public Services category that would reallocate and reduce geographic targeting points received.
 - Staff responded by indicating the proposed geographic targeting changes represented CPAB members requests to better balance points received for both the organization's location and targeting of services. The proposed changes commented on include:
 - (1) **Geographic Targeting location:** Applicant's office(s) providing project services is located in at least one of the Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, or Promise Zone.
 - a. Increased from 1 point in FY 2019 to 2 points in FY 2020
 - (2) **Geographic Targeting services:** Applicant indicates service delivery will occur to clients residing in one or more of the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights, or Promise Zone.
 - a. Decreased from 5 points in FY 2019 to 3 points in FY 2020
- Mr. Erik Tilkemeier, representing City Heights Community Development Corporation, stated that he hoped lead organizations will be allowed to propose partnerships with other organizations who may not responded to the RFQ.
 - Staff informed Mr. Tilkemeier that lead organizations will be allowed to propose partnerships with organizations who do not submit a response during the FY 2020 RFQ period. These organizations will be subject to staff review and will be held to the <u>FY 20 RFQ Standards</u> following submittal of an FY 2020 RFP response.
 - Staff held a partnerships workshop on Tuesday, October 9, 2018. The PowerPoint can be found here for additional details.
 - Staff will provide CPAB with a similar presentation on Proposing Program Partnerships at the November 7, 2018 CPAB meeting.



Action Item: 6b:

Revised Performance Indicators for FY 2020 Applicants

The CPAB was presented with proposed formula revisions to be utilized in the Performance Indicator Report Cards. Ms. Eileen Gonzales made the motion, which Ms. Berns seconded. The motion passed 7–0. *Please see attached PowerPoint for additional details*.

Adjournment

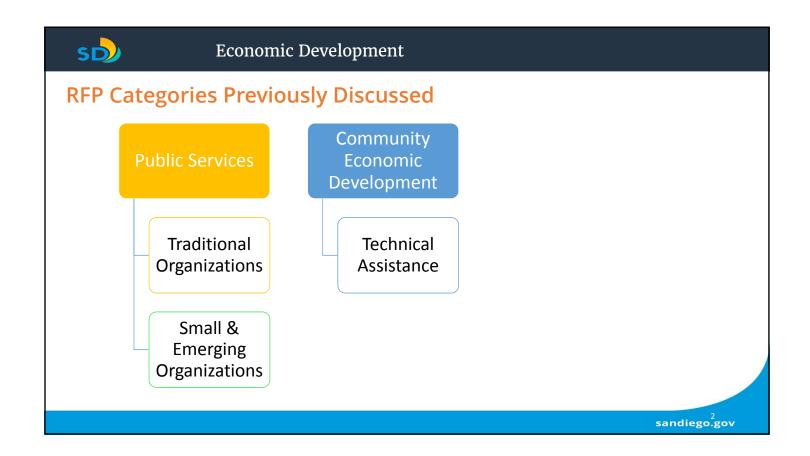
Meeting adjourned at 10:17 a.m.

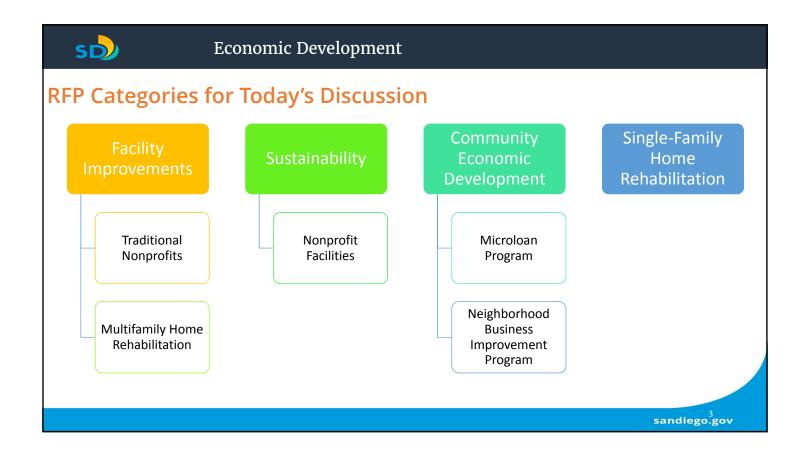


Draft Fiscal Year 2020 Scoring Criteria: All RFP Categories

Consolidated Plan Advisory Board Wednesday, October 10, 2018











Key Points on Facility Improvements

Increased
Points within
Project Benefits

Sustainability Exclusive to Facilities

CDD Staff to Evaluate Project Readiness

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Economic Development

Draft FY 2020 Facility Improvements Criteria
Nonprofit Facilities, Sustainability Facilities & Multi-Family Home Rehabilitation

FY 2019

Category	Max Points
1. Project Characteristics	30
2. Project Specifics	23
3. Project Benefits	13
4. Organizational Capacity	12
5. Budget	18
6. Project Eligibility – <i>CDD Score</i>	4
Total	100

Proposed FY 2020

Category	Points
1. Organizational Capacity	12- 14
2. Project Characteristics	30
3. Project Specifics	23- 14
4. Project Benefits	13- 22
5. Budget	18
6. Project Eligibility – <i>CDD Score</i>	4-2
Total	100



Scoring Criteria Revisions

Organizational Capacity (14 Points)

Two New Questions

- 1. Applicant to describe past experience with similar projects
- 2. Applicant is to indicate specific staff within organization with construction experience
 - If applicable, provide details on plans to secure third-party construction manager

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Economic Development

Scoring Criteria Revisions

Project Characteristics (30 Points)

- Language revised on (b) to highlight the "Facilities Impact"
 - New facility
 - Significant expansion
 - ADA Accessibility
 - Sustainability Improvements
- Additional language to (c) Project Goals on monitoring systems
- Additional language to (d) Project Results on methodology



Scoring Criteria Revisions

Project Specifics (14 Points)

- Revision to language on (a, ii) "Contract Execution Readiness"
 - CDD staff to score section based on determination of project readiness
 - 0-3-5
- Removal of "City Permit Application" specific prompt
- Reduction in (b) "Project Schedule" points allocated

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Economic Development

Scoring Criteria Revisions

Project Benefits (22 Points)

- Increase of points on (a) "Services to vulnerable populations"
- Change of language in (b) "Geographic Targeting Location"



Scoring Criteria Revisions

Budget (18 Points)

- Revision on (a) to state "Demonstration of Maintenance Capabilities"
 - Applicant to explain how improvements will be maintained and financed in the future
- Additional language added to (b) "Sources of Funds" to include an explanation on alternative sources of funding that have been pursued and if applicable, secured

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Economic Development

Establishment of Tie-Breaker

✓ Within the comment section, CPAB reviewers will be requested to indicate whether this project is of <u>High</u>, <u>Medium</u>, <u>or Low Priority</u> in the event of a tie



Draft FY 2020 CED Microloan Scoring Criteria

FY 2019

Category	Max Points
1. Project Characteristics	30
2. Project Specifics	18
3. Project Benefits	20
4. Organizational Capacity	12
5. Budget	18
6. Project Eligibility & Performance Indicators	2
Total	100

Proposed FY 2020

Category	Points
1. Organizational Capacity	12
2. Project Characteristics	30- 28
3. Project Specifics	18- 22
4. Project Benefits	20- 18
5. Budget	18
6. Project Eligibility & Performance Indicators	2
Total	100

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Economic Development

Community Economic Development Microloan

- Organizational Capacity
 - Additional language on (a) "Organization Project Experience"
 - Applicant to provide information on access to loan capital
- Project Characteristics
 - Additional language on (d) "Project Results" to include number of businesses to be provided with access to loan capital



SD **Economic Development** Proposed FY 2020 Single Family Home Rehab & **Neighborhood Business Improvement Scoring Criteria** Category **Points** 1. Organizational Capacity 34 2. Project Characteristics 34 3. Project Budget 20 4. Presentation to CPAB on February 13, 2019 10 6. Project Eligibility & 2 Performance Indicators (CDD Score) Total 100



Scoring Criteria Proposed

1. Organizational Capacity Section Includes (34 Points)

- Project Experience
- Experience w/LMI Clients
- Collaboration & Partnerships
- Project Model

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Economic Development

Scoring Criteria Proposed

2. Project Characteristics Section Includes (34 Points)

- Project Summary
- Marketing and Implementation
- Geographic Targeting
- Project Results



Scoring Criteria Proposed

3. Project Budget Section (20 Points)

- Demonstration of Commitment
- Total Project Budget
- Proposed Use of Funds
- Leveraged Funds

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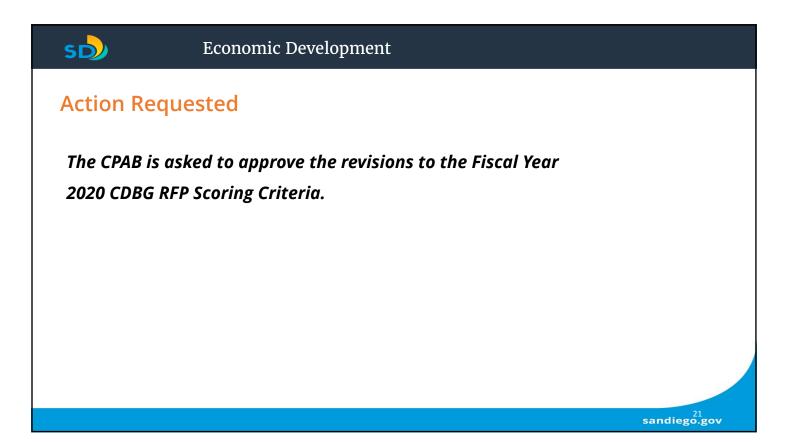


Economic Development

Scoring Criteria Proposed

4. Presentation to CPAB (10 Points)

- February 13, 2019 Meeting
- 10 Points
- Structure and point allocation to be determined by CPAB
 - 10 Minute Presentation
 - 5 Minute Question and Answer





CDBG Subrecipient Performance Report Card Formula Revisions

Consolidated Plan Advisory Board October 10, 2018



SD Economic Development

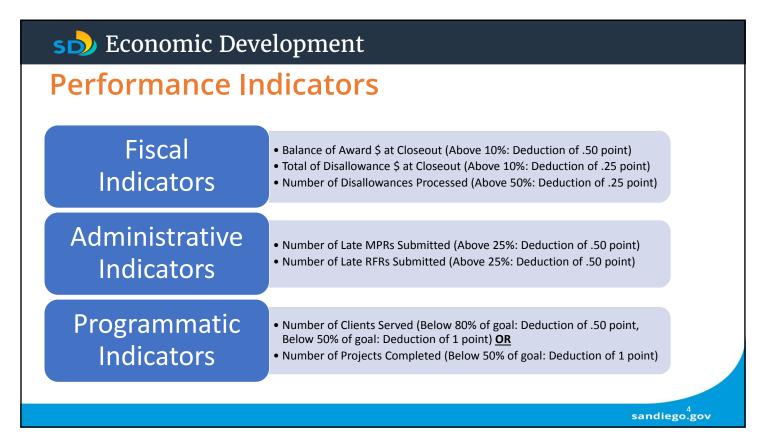
Background

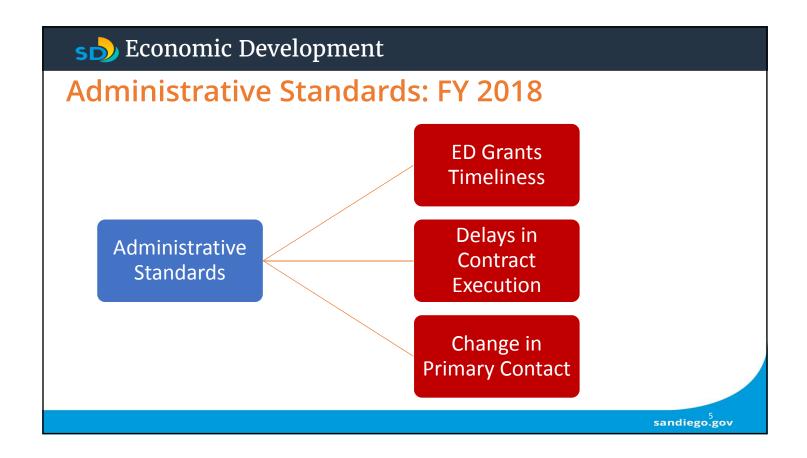
Introduced in CY 2014 as Part of the FY 2015 **Scoring Criteria**

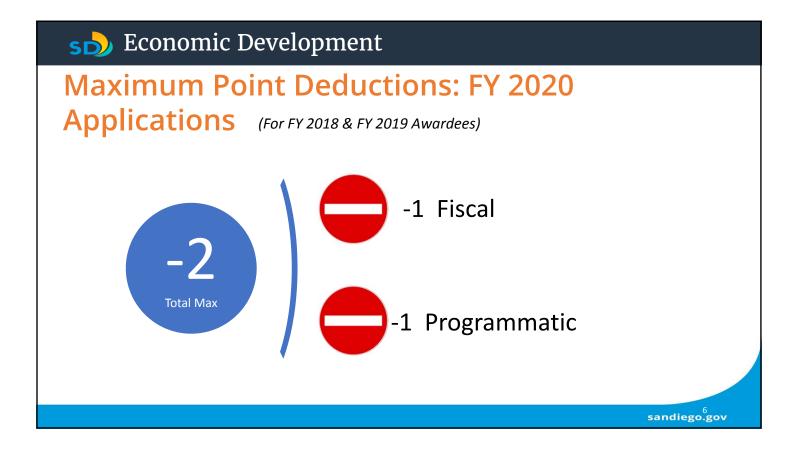
Max Deduction of 3 Points Taken from Final CPAB Score of Proposal

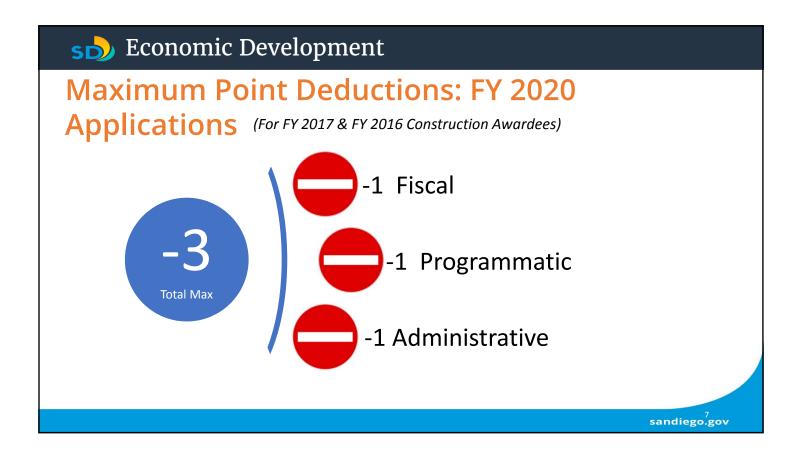
Based on Past Performance of Applicant with City **CDBG Program**

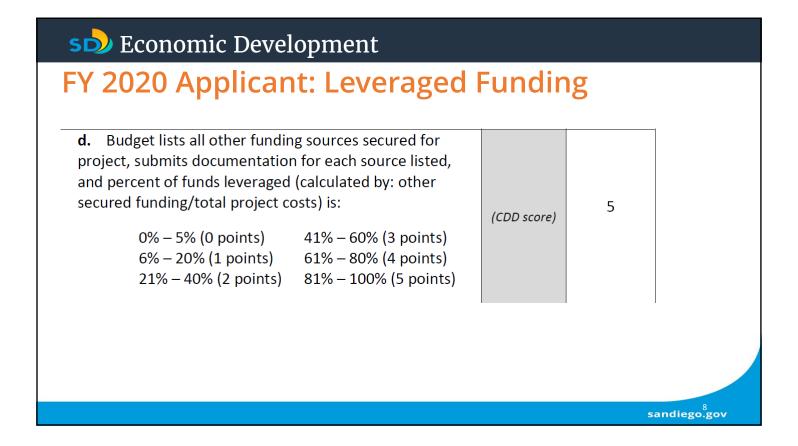




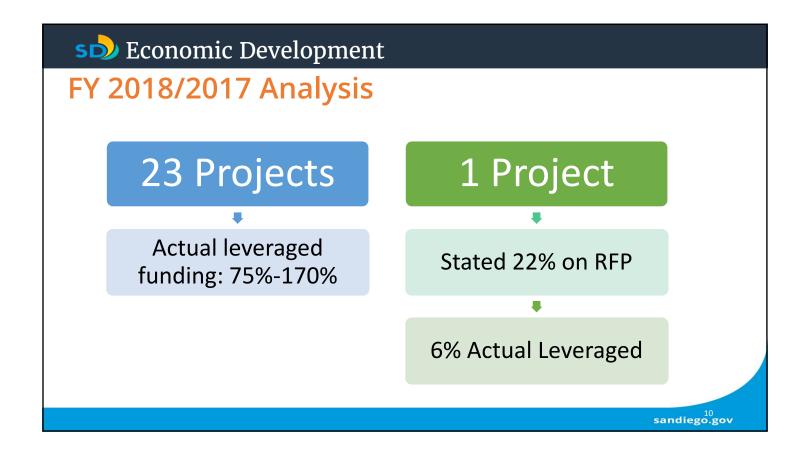








SD Economic Development FY 2020 Applicants: Leveraged Funding b. City of San Diego Track Record: Rating based on past performance of applicant agency on projects previously funded by the City of San Diego under the CDBG program*. These are subtractive points from maximum 100 point score, determined by performance levels: No deficiencies (0) Minor deficiencies (-1) -3 CDD score Moderate deficiencies (-2) Significant deficiencies (-3) Performance Indicator data collected from FY 2015-FY 2017 for FY 2019 evaluations; application stated leveraged funding will be evaluated for FY 2020 application cycle sandiego.gov



FY 2020 Recommendation

Awarded agencies that are below 75% of the stated leveraged funding would be deducted <u>.50 point</u>.

Example: Agency A		
Listed RFP leveraged funding:	\$90,000 (22%)	
Actual leveraged funding:	\$25,000 (6%)	
Difference:	-\$65,000 (28%)	
FY 2021 Application Deduction	5 point	

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SD Economic Development

Possible Future Deductions

- Timeliness of Closeout Report
- Timeliness of execution of Contract Agreement
- Project completed within allotted timeframe

Next Steps

- Staff finalizing analysis and report cards using FY 2017 (Construction) and FY 2018 (Public Service and CED) data
- Report card scores/deductions to be incorporated into ED grants system (FY 2018)

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Economic Development

Action

Approve the revisions to the CDBG Performance Indicator Subrecipient Report Cards:

- Removing Administrative Indicator for FY 2018 & FY 2019
- Adding Leveraged Funding Deduction for FY 2020 Applications.