



CONSOLIDATED PLAN ADVISORY BOARD (CPAB) AGENDA

WEDNESDAY, NOVEMBER 10, 2021

10:00 A.M. – 11:30 A.M.

ONLINE VIRTUAL MEETING

YOUTUBE PUBLIC LINK BELOW

[CLICK HERE](#)

1. **Call to Order**
2. **Approval of CPAB Virtual Meeting Minutes: October 21, 2021**
3. **Board Member Announcements**
4. **Staff Announcements**
5. **Non-Agenda & Agenda Public Comments:** Public comments can be received live, using the “attendee” link, which can be found [here](#). Public comments can also be submitted using the Office of Boards and Commission form, which can be found [here](#). All public comments will need to be submitted by November 09, 2021 by 4:00 p.m. Public comments received will be read aloud by City staff during the virtual meeting. Comments should be able to be read in three (3) minutes.
6. **Discussion Item(s):**
 - a. **Nonprofit Construction Projects Overview**
Community Development Division (CDD) staff will provide an overview of previous construction projects and provide recommendations for the CPAB to consider during the application process.
 - b. **Capital Improvements Program Review and Advisory Committee (CIPRAC) Overview**
CDD staff will provide an overview of the CIPRAC process and how CDBG-funded City projects are identified for possible allocations during the Annual Action Plan.

THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.

To request an alternative format, or to request a sign language or oral interpreter for the meeting, please contact the Meeting Coordinator in the Economic Development Department at least five (5) working days before the meeting at (619) 236-6700 to ensure availability. Assistive Listening Devices (ALDs) are available for the meeting upon request.

7. Other Items

This Item will be open for CPAB to comment or request future agenda items.

8. Adjournment

Unfinished business shall be tabled and placed on the agenda of the following meeting.

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Tentative Future Meeting Dates/Times

*Subject to change. CPAB meetings are usually scheduled the second Wednesday of the month.
Check CDBG website at <http://www.sandiego.gov/cdbg>
for latest information, locations, and special meetings.*

Please note, all CPAB meetings will be held virtually for the near future.

- Wednesday, November 10, 2021 at 10 a.m.
- Wednesday, December 08, 2021 at 10 a.m. *(possible adjournment)*
- Wednesday, January 12, 2022 at 10 a.m.
- Wednesday, February 09, 2022 at 10 a.m.
- Wednesday, **March 16, 2022 at 10 a.m.** *(please note date change)*
- Wednesday, April 13, 2022 at 10 a.m.
- Wednesday, May 11, 2022 at 10 a.m.
- Wednesday, June 08, 2022 at 10 a.m. *(possible adjournment)*
- Wednesday, July 13, 2022 at 10 a.m.
- Wednesday, August 10, 2022 at 10 a.m.
- Wednesday, September 14, 2022 at 10 a.m.
- Wednesday, October 12, 2022 at 10 a.m.
- Wednesday, November 09, 2022 at 10 a.m.
- Wednesday, December 14, 2022 at 10 a.m. *(possible adjournment)*

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

MINUTES

Wednesday, October 21, 2021

VIRTUAL CPAB MEETING

[\(LINK\)](#)

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none"> • Eileen Gonzales, Council District 3 • Brenda Campbell, Council District 4 • Patrick Batten, Council District 5 • Rich Thesing, Council District 7 • Victoria Barba, Council District 8 • Peter Dennehy, Council District 9 	<ul style="list-style-type: none"> • VACANT, Council District 1 • VACANT, Council District 2 • VACANT, Council District 6

STAFF PRESENT	ATTENDANCE
<ul style="list-style-type: none"> • Monica Hardman, Assistant Deputy Director • Angela Nazareno Clark, Program Manager • Michele Marano, Community Development Coordinator • Krissy Maier, Community Development Coordinator • Leonardo Alarcon, Community Development Project Specialist • Nadine Hassoun, Community Development Project Manager 	<p><i>(Public had access to meeting via Zoom Webinar and youtube link)</i></p>

Call to Order

1. Mr. Peter Dennehy called the meeting to order at 10:02 a.m. Mr. Dennehy took role call; 6 board members were present. Quorum was achieved at the same time.

Board Member Announcements

2. *No board member announcements were made*

Staff Announcements

3. Ms. Nadine Hassoun announced that the Community Development Division (CDD) has revised the Fiscal Year (FY) 2023 Notice of Funding Availability (NOFA) for both the Request for Qualifications (RFQ) and Request for Proposal (RFP) timelines. The FY 2023 RFQ submittal deadline has been EXTENDED from Friday, October 22 to Friday, November 5, 2021. The deadline to email RFQ related questions is October 29. The updated timeline can be found on our website (www.sandiego.gov/cdbg).

Ms. Hassoun announced the upcoming Mandatory Fair Housing Training for FY 2022 CDBG Subrecipients. According to the terms of the FY 2022 CDBG Subrecipient Agreement, all organizations awarded CDBG funds are required to complete a mandatory Fair Housing training. The Legal Aid Society of San Diego, and the City of San Diego are offering this year's Training for HUD Grant Subrecipients through an on-demand webinar. Subrecipients will receive an email from our Fair Housing team soon with webinar details and the deadline for completion.

Ms. Hassoun also announced the availability of the supplemental FY 2021 CAPER materials on the CDBG webpage. The materials include infographics showing project outcomes and expenditures and project profiles highlighting some of our projects from Fiscal Year 2021. The materials can be found on the CDBG website, under [plans and reports](#).

Approval of Minutes

4. Mr. Rich Thesing made the motion to approve the September 8, 2021 meeting minutes. Ms. Eileen Gonzales seconded the motion. The minutes were approved unanimously, 6-0.

Non-agenda Public Comment

5. *No non-agenda public comments were received.*

Discussion Items

6. **Fiscal Year (FY) 2023 Scoring Criteria Recommendations**

Staff presented recommendations for the FY 2023 Scoring Criteria. The Scoring Criteria is used by the CPAB members to evaluate the FY 2023 Request for Proposals (RFP). Recommended revisions to the FY 2023 Scoring Criteria are based upon input from the CPAB ad-hoc committees and Economic Development Department staff. The CPAB was asked to approve the revisions to the scoring criteria.

Please see attached presentation and handouts for more information.

Ms. Gonzales asked what would be considered "maintenance" in the Nonprofit Facility scoring criteria. Krissy Maier, Community Development Coordinator, responded that CDBG funding should not be spent on operations and maintenance of buildings. Applicants should consider how facility improvements would increase or improve their client services. Maintenance would include, for example, the replacement of carpets or exterior painting of the building. Staff recommended projects considering larger infrastructure improvements, such as making the building ADA accessible or the replacement of a roof.

Mr. Patrick Batten motioned to approve the recommendations. Ms. Gonzales seconded the motion. The recommendations were approved unanimously.

Other Items

7. a. This item was open for CPAB to comment or request future agenda items.

Adjournment

8. Mr. Dennehy adjourned the meeting at 10:23AM.

Economic Development Department

*FY 2023 Non-Profit Capital Improvement
Overview*

Common NCIP Improvements Completed

- HVAC/Generator replacement
- Window replacement
- Flooring replacement
- Roof replacement
- Additional exam rooms/classrooms
- ADA improvements
- Elevator replacement
- Exterior building improvements (lighting, gates/parking lot)

What does Shovel Ready Mean:

- Organization has met with an architect to fully ascertain what is required to complete their scope of work
- They have construction documents created by a licensed firm that are complete or routing in DSD;
- Bid issuance within 180 days of contract execution

What makes a Successful NCIP:

- Construction Plans and Proper Permits
- Has actual leveraged funds, not just staff time
- Comprehensive Scope of Work
- Fully developed Budget
- In-house designated Project Manager or 3rd Party Construction Manager

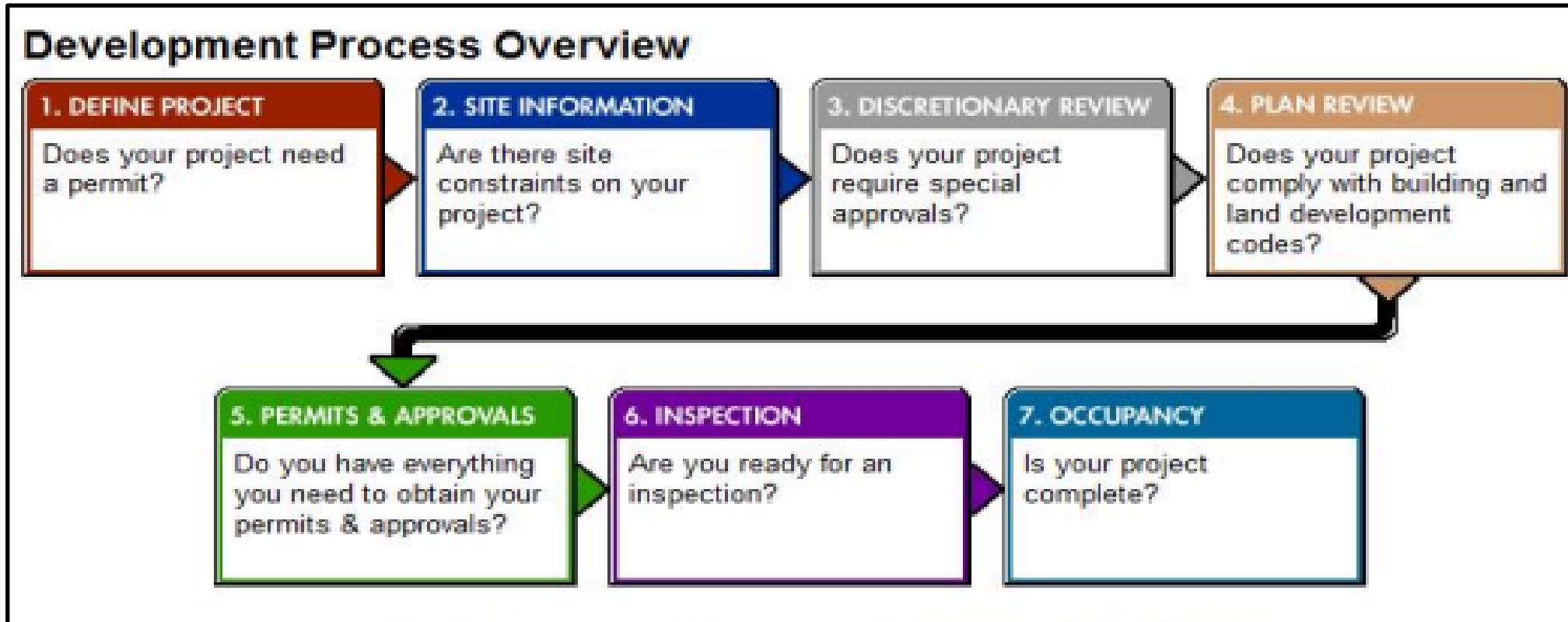
Common Issues with Past NCIP Projects:

- Not enough funding requested
- No details in Scope of work
- No dedicated project manager
- Bidding – too high/not enough bidders
- Piece Meal NCIPs over years for same location
- No Permits/Construction documents

Checklist for Scoring NCIPs:

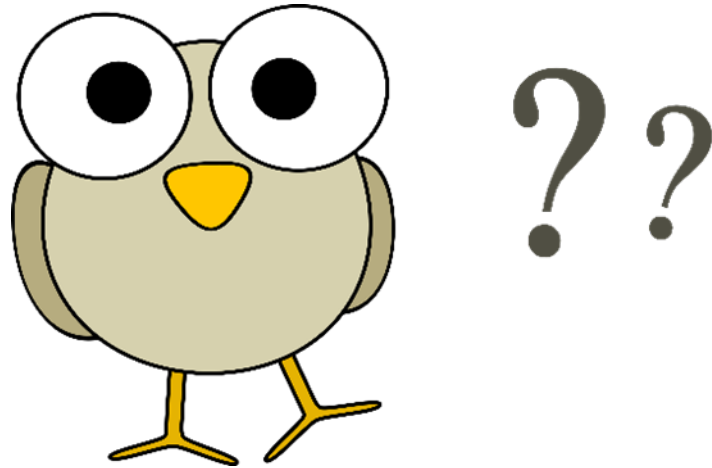
- **Developed budget:**
 - A) Project Manager salary listed
 - B) Funds allocated for permitting
- **Comprehensive scope:**
 - A) Parking
 - B) Exterior of building
 - C) Landscaping
 - D) Public safety
 - E) ADA Improvements
 - F) Energy Efficient infrastructure?
- **Organizational Capacity/Timeline:**
 - A) Consider 'other activities/projects underway'
 - B) DSD permitting timeline

Development Services Department (DSD)



Future Recommendations/Possible Council Policy Changes:

- Change minimum threshold to 75
- Change Leveraged Funds to being a Requirement
- Organization has to wait 5 years to apply for a building that has an open covenant



Q&A

Economic Development Department

CDBG-funded City CIP Implementation

Consolidated Plan Advisory Board
November 10, 2021

What is the Capital Improvement Program (CIP)

The CIP is the City's long-range plan of capital needs, and includes CIP Construction Projects that result in:

- Rehabilitation
- Replacement
- Expansion
- New Facilities



Park de la Cruz Community Center
Park & Rec Department

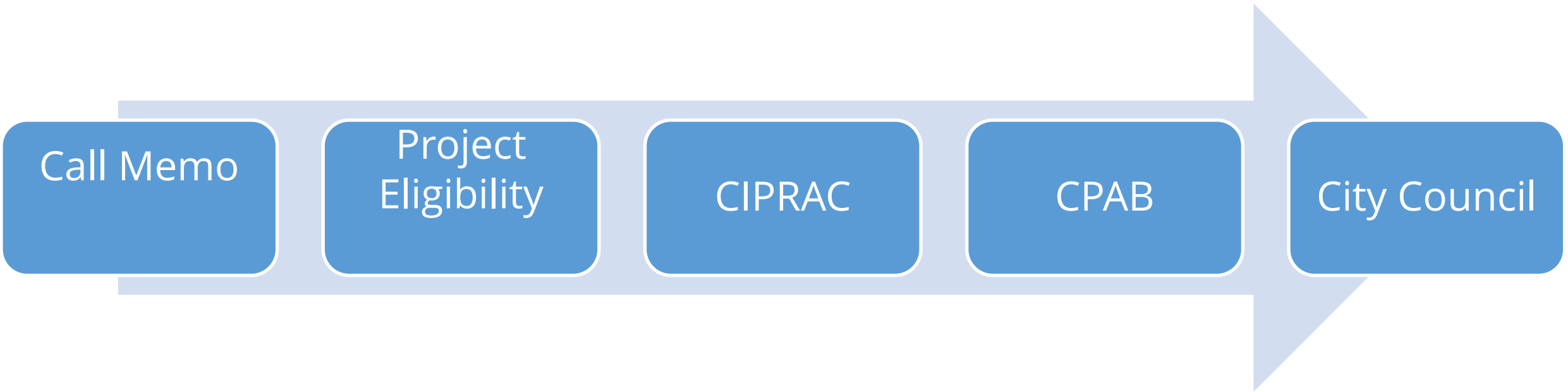
Photo Credit: Mike Torrey Photography

CIP Project Types

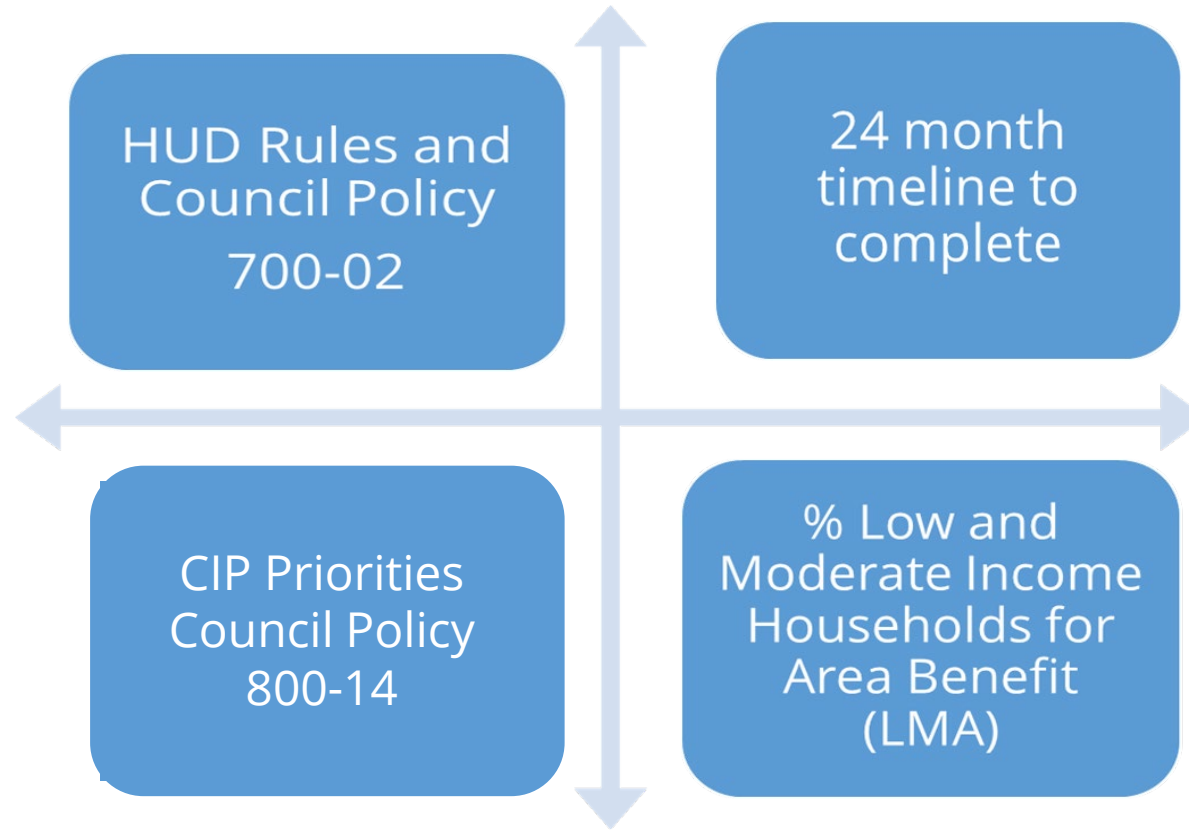
- Storm water and water quality
- Transportation
- Water
- Wastewater
- Parks & Recreation
- Buildings and Structures
 - Libraries
 - Fire Stations
 - Lifeguard Stations
- Airports
- Landfills



Annual City CDBG-Funded CIP Selection Sequence



Eligibility Considerations for CDBG-funded City CIPs



CIPRAC: CIP Review & Advisory Committee

- Senior level officials from City departments that are involved with the CIP
- Reviews proposed CIP projects from a Citywide perspective and forwards proposed budget recommendations for the Mayor's and, during the annual budget process, City's Council's approval
- Makes recommendations on operations, maintenance & CIP investment strategies

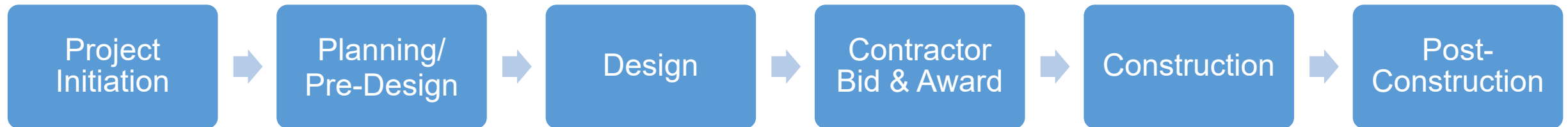
Prioritizing CIP's Council Policy 800-14

- Risk to Health, Safety & Environment and Regulatory or Mandated Requirements
- Asset Condition, Annual Recurring Costs and Asset Longevity
- Community Investment & Economic Prosperity
- Level and Quality of Service
- Sustainability and Conservation
- Funding Availability
- Project Readiness
- Multiple Category Benefit & Bundling Opportunities

Prioritizing CIP's Council Policy 800-14

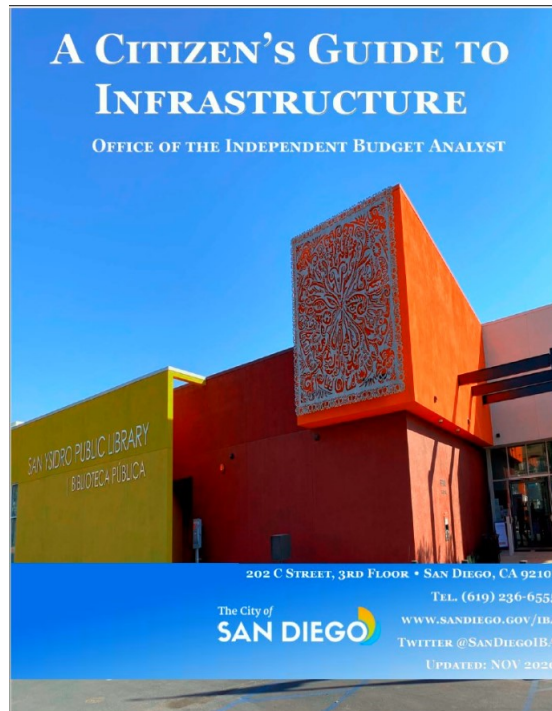
- Provides guidelines for the comprehensive evaluation of all asset types
- Establishes weighted factors for the objective scoring & ranking of all CIP's
- Allows decision-makers to have a basis for choosing the most compelling projects
- Provides a citywide perspective on exploring various financing options

CIP Implementation Phases



Additional Resources

<https://www.sandiego.gov/sites/default/files/citizens-guide-to-infrastructure.pdf>



<https://www.sandiego.gov/cip/projectinfo>

The City is committed to transparency in government by making project information available online. The public can track the progress of all active construction projects managed by the City such as:

- Street improvements;
- Utility undergrounding;
- improvements and construction of new facilities;
- sewer-main replacements; and
- Water-main replacements.

Information about construction projects in your neighborhood is just a click away!

CIP Project Search Tools

There are two methods to view project information; Both based on the same data.



[CIP Project Map Viewer](#)

This search allows you to locate projects near a property address within the City of San Diego using an online geographic information system (GIS) mapping application.

[How to Search for Projects Near a Specified Address](#)



[Search Using Project Data](#)

This search allows you to search for a list of projects using the following search options:

1. Project Name
2. Council District
3. Phase of Construction (Planning, Design, Bid & Award, or Construction)
4. Project Number