



THE CITY OF SAN DIEGO

**CONSOLIDATED PLAN ADVISORY BOARD
NOTES FOR SPECIAL MEETING**

WEDNESDAY – MARCH 26, 2012

SAN DIEGO CONCOURSE
NORTH CITY TERRACE ROOMS 206-207
SAN DIEGO, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
William Moore, Council District 1 Vicki Granowitz, Council District 3, Vice Chair Audie de Castro, Council District 4, Chair Robert McNamara, Council District 6 Mathew Kostrinsky, Council District 7 Aaron Friberg, Council District 8	Jennifer Litwak, Council District 2

CDBG STAFF
Beth Murray, Deputy Director, Economic Development Thomas Kenaya, CDBG Accountant Rosalia Hernandez, CDBG Administrative Aide II

Call to Order

- The Consolidated Plan Advisory Board meeting was called to order by Board Chair Audie de Castro at 4:07 p.m. A quorum was established.

Non-Agenda Public Comment

- None.

Information/Discussion Items

- Board members shared their experience with the FY12 application process and ideas on how to improve the process, in preparation for the April 18 PS&NS Committee meeting:
 - More time needed to review applications more thoroughly.
 - Address any impacts starting the process earlier will have on the Applicant and the Board.

- Limit to two sub-committee/scoring teams: one to score Public Services, and one to score Construction Improvement Projects (CIP) and Community Economic Development (CED) projects.
- Chair should be ex-officio to moderate any differences.
- Standardized scoring process. Establish standardized tie-breaking rules.
- Board members should have access to all applications.
- Clearer definition of what constitutes Public Services, CIP, and CED projects.
- CIP and CED applications should be separate categories.
- Simplify application; consider providing instructions separately.
- Address how to make application and scoring criteria forms match as much as possible.
- Actual census maps needed at time of scoring.
- Clearer demographic data: city versus county residents served.
- Address city projects versus non-city projects equity. Address how much input, if any, City Council should have.
- Should there be multi-year CDBG funding limits?
- Would like to see mandatory workshops available online.
- Online status of application made available to the Applicant.
- Separate meeting before application is released to make certain Applicant is aware of the Scoring Criteria and how it will apply.
- Address how to allow Applicant to clarify any discrepancies or issues the Board may have with their application prior to final scoring.
- Address what happens when an application's score is increased so much that other applications are then pushed out of funding range. Address the impact of only partial funding instead of full funding of projects.
- Request clarification from City Attorney's regarding "lobbying issue."
- No regularly scheduled meeting was set.
- Ms. Murray discussed the Survey Monkey, an online survey service, for the Annual Action Plan which requires a 30-day public comment period. Survey link was e-mailed to CDBG e-mail list. Comments will be made part of the Annual Action Plan.

Public Comment

- Public comments addressed the FY12 application process and provided suggestions on how to improve the process:
 - CDBG funds should be limited to non-city projects.
 - No lobbying of Board members prior to or during application process review.
 - Applicants should be able to address errors or make clarification prior to final scoring. Appeared some applications received additional review and allowed opportunity to advocate for their program over others – find a way to address this inequity.

- Earlier start time, allowing for more time for the Board to review applications, is welcomed. Should not impact Applicants ability to turn out application in time.
- Application feedback/comments from the Board to the Applicant would be very helpful when applying for future grant funding.
- More weight to individual scores versus group consensus scores.
- More user friendly web site. Update more frequently.
- Consider evening meetings to allow for more people to participate.
- Allow for photos or visuals in the application.
- Allow more historical and/or regional data to be considered in the application.
- Consider grading along a curve.
- Agreed for the need of a much simpler application and more consistent with scoring criteria form.
- Agreed this year's application and scoring process was more transparent and fair.
- Appreciated a very responsive CDBG staff.
- Speakers included:
 - Amy Fitzpatrick, Director, San Diego Volunteer Lawyer Program
 - Lee Friedman, San Diego Family Justice Center
 - Monica Fernandez, Bayside Community Center
 - Krista Stelmacher, Community HousingWorks
 - Christina Griffith, Senior Community Centers
 - Elizabeth Schott, ACCION San Diego

Action Items

- Mr. McNamara motioned to approve 2/22-23/2012 Meeting Notes with one correction; Ms. Granowitz seconded. Motion passed 6-0 (Aye – de Castro, Friberg, Granowitz, Kostrinsky, McNamara, Moore; Absent – Litwak).
- Ms. Granowitz motioned to approve 3/07/2012 Meeting Notes; Mr. McNamara seconded. Motion passed 5-0-1 (Aye – de Castro, Friberg, Granowitz, McNamara, Moore; Absent – Litwak; Abstained – Kostrinsky).

Adjournment

- Meeting adjourned at 5:02 p.m.