



CONSOLIDATED PLAN ADVISORY BOARD (CPAB) AGENDA

WEDNESDAY, JULY 14, 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: April 13, 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 July 13, 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. **CDBG Monitoring Review Process**
Community Development Division (CDD) staff will provide an overview of the monitoring reviews of CDBG-funded projects that are conducted annually
 - b. **Geographic Targeting Update**
CDD staff will reintroduce the Geographic Targeting Initiative report and begin the update process to the document (Report can be viewed [here](#))
7. **Other Items**

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

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.

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, July 14, 2021 at 10 a.m.
- Wednesday, August 11, 2021 at 10 a.m.
- Wednesday, September 08, 2021 at 10 a.m.
- Wednesday, October 13, 2021 at 10 a.m.
- Wednesday, November 10, 2021 at 10 a.m.
- Wednesday, December 08, 2021 at 10 a.m. *(possible adjournment)*

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

MINUTES

Wednesday, April 13, 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 Leonardo Alarcon, Community Development 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 1:04 PM. 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 also announced that the Legal Aid Society of San Diego, Inc. and the City of San Diego are offering a free Fair Housing Training for Housing Providers via webinar on Thursday, April 22, 2021 at 10:00 AM. Additional details and registration information can be found posted on our website, www.sandiego.gov/fairhousing.

Approval of Minutes

4. Mr. Rich Thesing made the motion to approve the March 10, 2021 meeting minutes. Mr. Patrick Batten seconded the motion. The minutes were approved, 6-0.

Non-agenda Public Comment

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

Action Items

6.
 - a. **Draft Fiscal Year (FY) 2022 Annual Action Plan**

The City of San Diego's Draft FY 2022 Annual Action Plan identifies the projects and programs to be funded by the following programs: Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and the Emergency Solutions Grant (ESG). The CPAB was asked to recommend the FY 2022 Annual Action Plan to City Council for approval.

Please see attached presentation for more information.

Mr. Thesing made a motion to recommend the FY 2022 Annual Action Plan to City Council for approval. Ms. Victoria Barba seconded the motion. The motion passed unanimously, 6-0.
 - b. **Proposal to Adjourn the May and June 2021 CPAB Meetings**

The CPAB was asked to consider adjournment of the May 12, 2021 and June 09, 2021 meetings. Ms. Barba made the motion to adjourn the meetings. Mr. Batten seconded the motion. The motion passed unanimously, 6-0.

Discussion Items

7.
 - a. **FY 2022 CDBG Applications Process Review**

Ms. Hassoun presented responses from the application survey from all interested parties and evaluated recommendations for future application cycles.

Please see attached presentation for more information.

Adjournment

8. Mr. Dennehy adjourned the meeting at 1:58 PM.

Economic Development

CDBG MONITORING REVIEW PROCESS

Consolidated Plan Advisory Board
July 14, 2021

IMPORTANCE OF MONITORING

- ❖ Provides accountability and assurance that Federal funds are spent effectively to accomplish their intended purpose
- ❖ Grantee oversight of subrecipients is critical and required under 2 CFR Part 200
- ❖ Grantees are required to establish and maintain effective internal controls for themselves and ensure their subrecipients do the same
- ❖ Grantees risk losing HUD funding when no monitoring or insufficient monitoring occurs

CDD MONITORING AND COMPLIANCE

- ❖ The CDD Monitoring and Compliance (MAC) Section was implemented in FY 2018 (July 2017)
- ❖ Fully staffed in January 2018

ROLE

Complete annual Program and Fiscal Monitoring Reviews and recommend improvements that enhance programmatic efficiency, effectiveness, and document results to ensure that the City's HUD Programs comply with Federal rules and regulations. Complete submittal of required HUD Reports associated with construction activities completed.

CDD MONITORING AND COMPLIANCE

❖ A CDD Monitoring Plan was developed

- Monitor Records: Desk Reviews of MPRs and RFRs
- General Site Visits
- Worker Interviews
- Program Monitoring Reviews
- Fiscal Monitoring Reviews
- Real Property Disposition Monitoring Reviews
- Remote Monitoring Reviews

❖ The City of San Diego HUD Programs Operating Manual is made available to Subrecipients annually and contains a section on Monitoring

- FY 2021: Pages 63-66

PROGRAM MONITORING REVIEW

Program Monitoring Reviews are conducted to determine whether the Subrecipient has a program monitoring system that sufficiently:

- Provides verification that Subrecipient project services and activities are being delivered in accordance with agreement specifications
- Provides verification that the Subrecipient has systems in place that ensures project eligibility (i.e., National Objective), provision of services/activities, and compliance with other agreement requirements are adequately documented
- Addressed/implemented changes resulting from concerns or findings identified in the previous program monitoring review

PROGRAM MONITORING REVIEW

The following are reviewed:

- Service delivery processes
- Reporting policies and procedures
- Records maintenance systems
- Participant files
- Original source documentation used to complete program reports

FISCAL MONITORING REVIEW

Fiscal Monitoring Reviews are conducted to determine whether the Subrecipient financial management system sufficiently:

- Provides effective control over and accountability for all funds, property and other assets
- Identifies the source and allowable application of funds for project activities conducted
- Assures the accurate, complete, and timely disclosure of financial results
- Minimizes the time elapsing between transfer of funds and disbursement
- Addressed/implemented changes resulting from findings and/or concerns identified in the previous fiscal monitoring review

FISCAL MONITORING REVIEW

The following are reviewed:

- Financial Management
- Internal Controls
- Payment Reporting
- Program Income
- Records Retention
- Loan Financing and Servicing
- Equipment Management and Disposition
- Board Financial Oversight
- Original source documentation used to complete fiscal reports

REAL PROPERTY DISPOSITION MONITORING REVIEWS

Real Property Disposition Monitoring Reviews are conducted on completed construction projects to determine the following:

- Whether the ownership status changed
- Whether rent or client fees were collected resulting from the CDBG improvements completed and what the current rent charges are for multi-family housing projects
- Whether the use of the property and/or beneficiaries changed
- Whether CDBG improvements completed are being properly maintained
- Whether original source documentation of National Objectives eligibility continue to be properly maintained



Q & A

Economic Development

Geographic Targeting Update

Consolidated Plan Advisory Board

July 14, 2021

Geographic Targeting

- HUD targeted areas/communities
- Original Geographic Targeting Initiative
- Impact on evaluation of project locations & services
- Original data indicators
- Possible updated indicators
- Other considerations

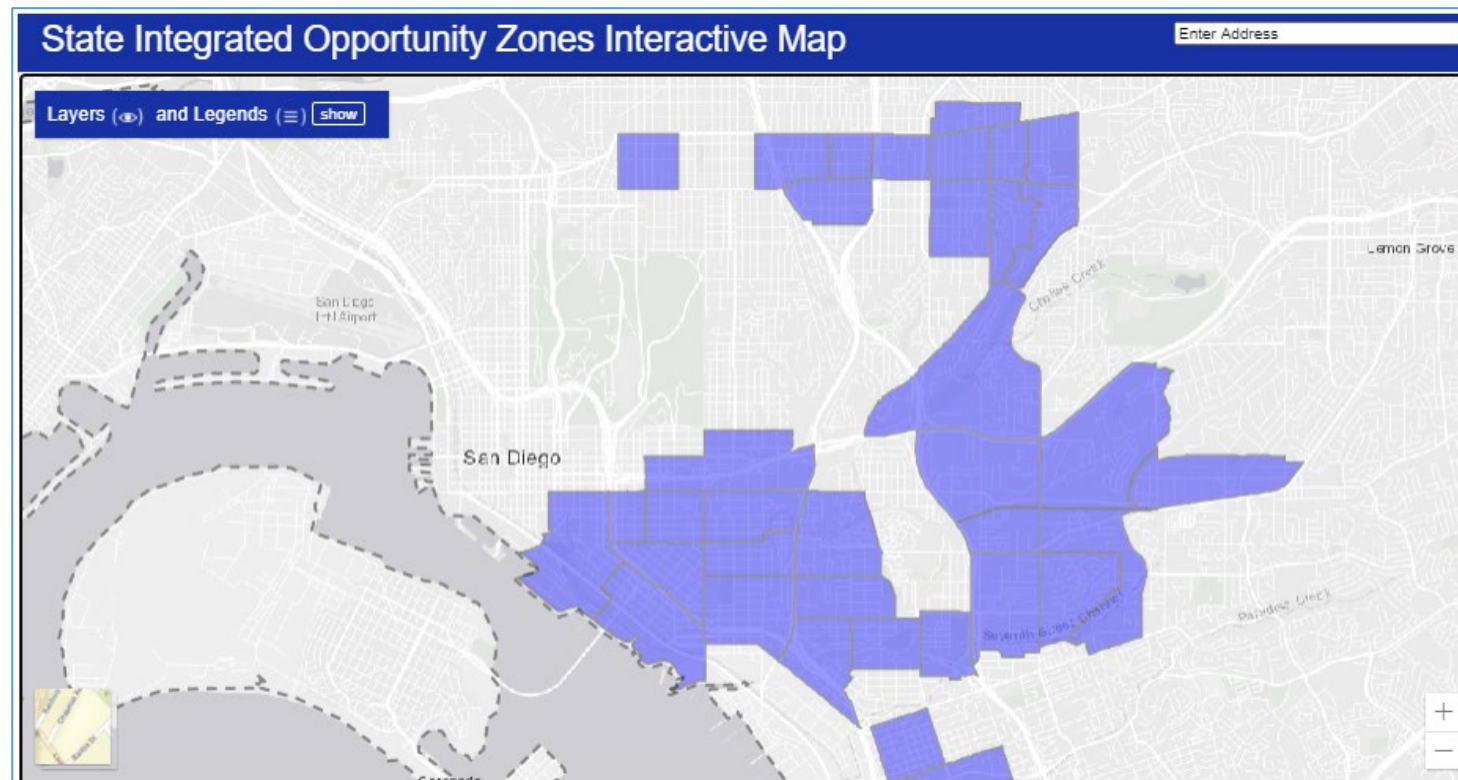
HUD Defined Area

- Neighborhood Revitalization Strategy Areas (NRSAs)
 - Official HUD application
 - Incorporated into Consolidated Plan

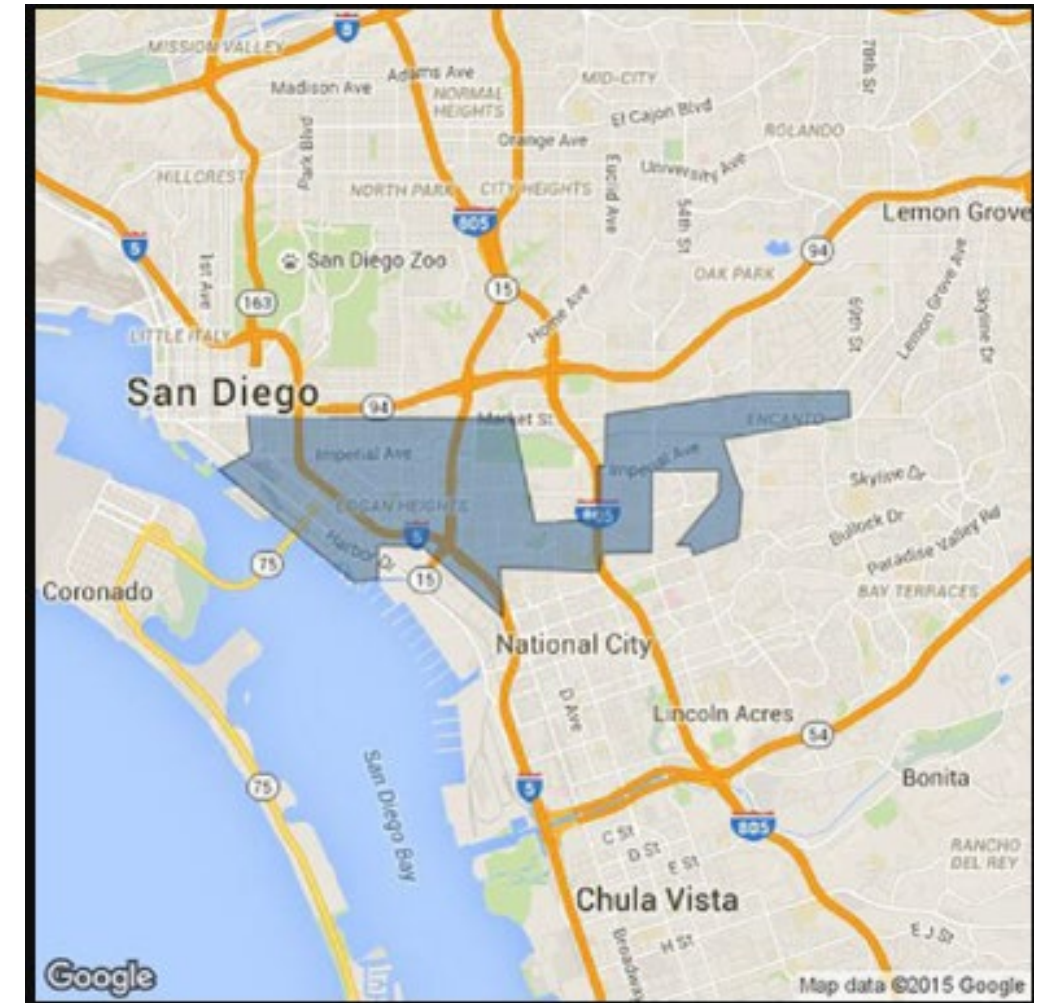


HUD Defined Areas

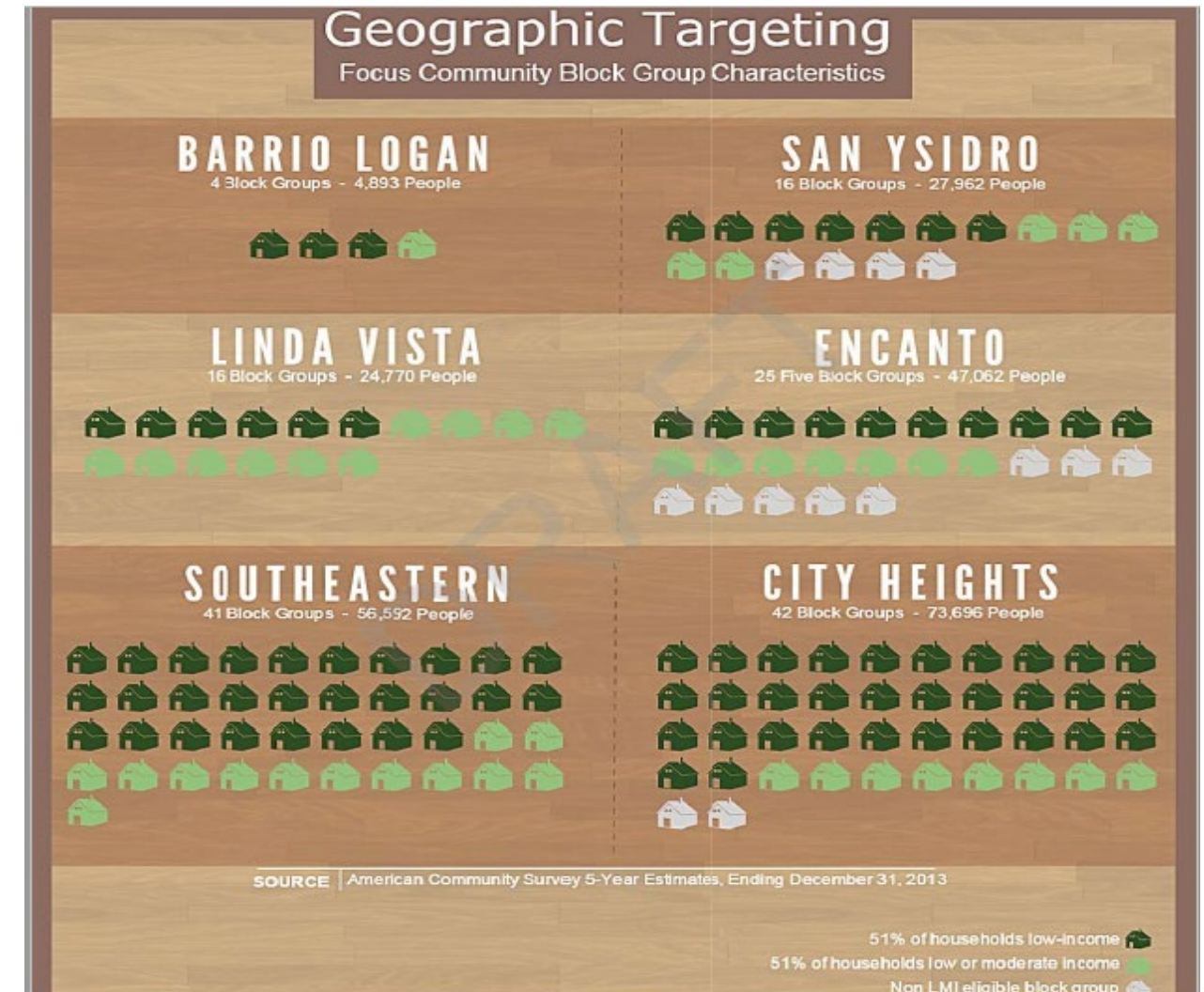
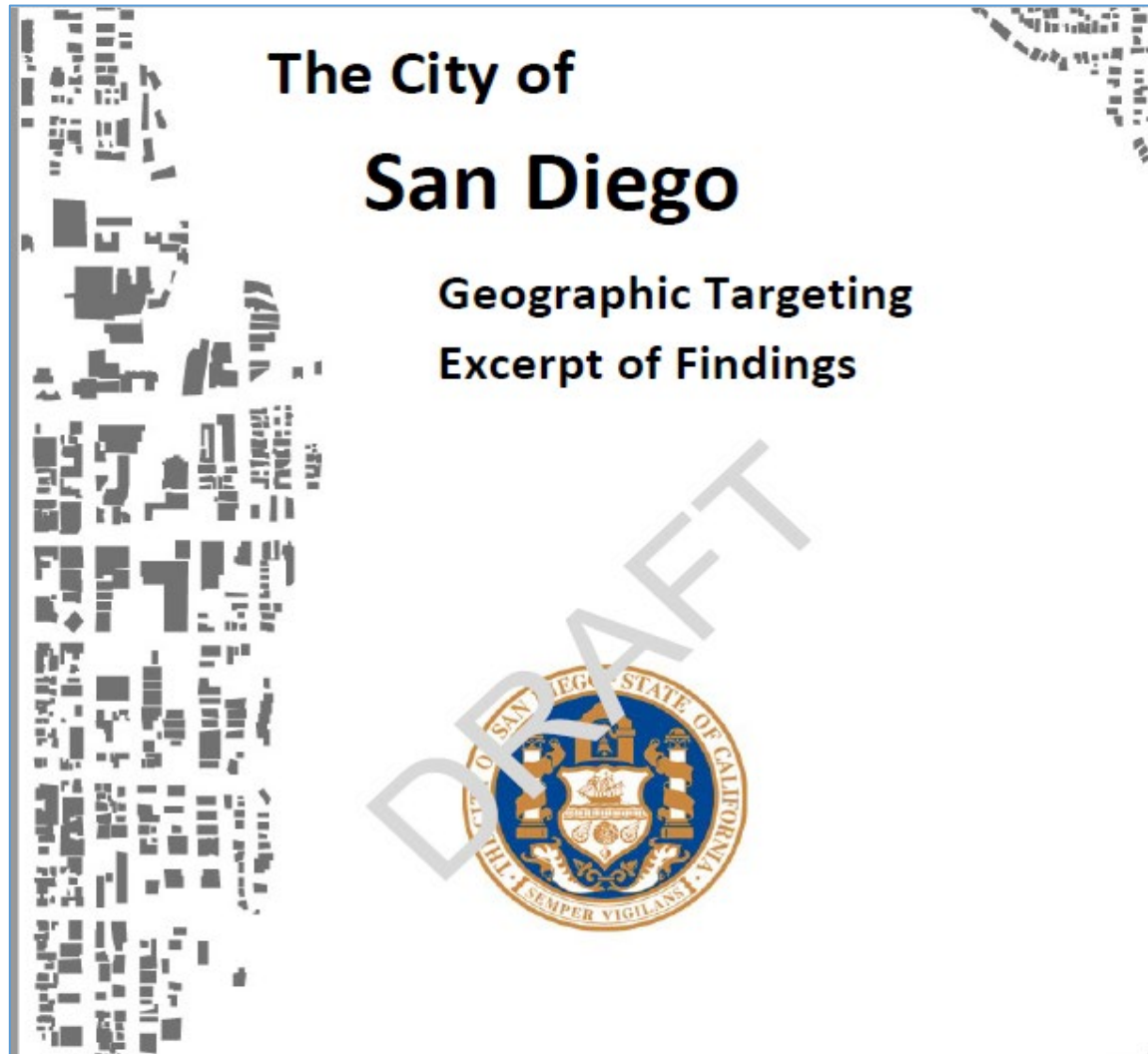
- Opportunity Zone



- Promise Zone



Original Geographic Targeting Initiative



Points Allocated in Evaluation

- Office location and targeted service area
- Points allocated for FY 2022:

| Geographic Targeting Section (4.b & 4.c) | Public Services | Economic Development | Nonprofit Facility Improvements | Multi-Family Housing Rehabilitation |
|--|-----------------|----------------------|---------------------------------|-------------------------------------|
| Location (Scored by CDD staff) | 2 points | 3 points | 4 points | 3 points |
| Services Delivered | 3 points | 3 points | 3 points | 4 points* |

**Housing projects do not deliver specific services, points in this section are focused on proximity to public transit and employment*

Original Data Indicators

- Poverty
- Rent burden
- Severe overcrowding
- Unemployment
- Violent crime
- Sidewalk coverage

Possible Updated Data Sets

- Eviction rates
- Unemployment due to COVID-19
- Affordable housing opportunities
- Foreclosures
- Infrastructure needs

Other Considerations

- New Consolidated Plan and goals
- New LMI census tract data (2010 vs 2020)
- COVID-19
- City of San Diego redistricting

Upcoming Discussion Items

- Working group identified
 - Maximum of four (4) CPAB members
- Points distributed in past application cycles
- Creation of draft
- Final update for FY 2024 application cycle