

**CONSOLIDATED PLAN ADVISORY BOARD (CPAB)**

**MINUTES**

**Wednesday, November 10, 2021**

**VIRTUAL CPAB MEETING**

[\(LINK\)](#)

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

<b>STAFF PRESENT</b>	<b>ATTENDANCE</b>
<ul style="list-style-type: none"> <li>• Monica Hardman, Deputy Director</li> <li>• Angela Nazareno Clark, Program Manager</li> <li>• Michele Marano, Community Development Coordinator</li> <li>• Krissy Maier, Community Development Coordinator</li> <li>• Alicia Martinez-Higgs, Community Development Project Specialist</li> <li>• Leonardo Alarcón, Community Development Project Specialist</li> <li>• Nadine Hassoun, Community Development Project Manager</li> </ul>	<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; five board members were present. Quorum was achieved at the same time.

**Board Member Announcements**

2. *No board member announcements were made*

**Staff Announcements**

3. Mr. Leonardo Alarcón gave an update on the Request for Qualifications (RFQ) process. The deadline for RFQ submissions was November 5, 2021, and sixty-six applications were received. Staff is currently reviewing submissions to determine whether organizations will be eligible to

submit a proposal. Organizations will be notified by November 30, 2021, whether they are deemed eligible or not, and will also be notified of their funding threshold. The Request for Proposal (RFP) will be released on December 1, 2021.

Mr. Alarcón reminded meeting participants of the upcoming Mandatory Fair Housing Training for FY 2022 CDBG Subrecipients. According to the terms of the FY22 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.

Mr. Alarcón announced a staff addition to the Community Development division (CDD). Robert Ashton will be part of the compliance section, and managing Capital Improvement Projects as a CDBG project manager. Robert was part of the fiscal division prior to joining CDD.

Finally, Mr. Alarcón announced that at the [October 27, 2021 Rules Council Committee](#) meeting, staff from Council President Campbell's office presented a reopening plan for meetings for City Council and the City's various boards and commissions. This presentation (please click [here](#) to view presentation) was in reference to the Governor's original executive order, N-08-21, which suspended provisions to the Brown's Act and allowed meetings to take place virtually, and AB361 which amended the Brown Act to allow local virtual meetings to continue to take place after October 1, 2021, under certain conditions. The City of San Diego is currently meeting the requirements of AB361 to allow for continued virtual meetings. The presentation also outlined a three-phased approach to allow meeting in person. Staff will share additional details with the board as they become available.

#### Approval of Minutes

4. Mr. Rich Thesing made the motion to approve the October 21, 2021, meeting minutes. Mr. Patrick Batten seconded the motion. The minutes were approved unanimously, 5-0.

#### Non-agenda Public Comment

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

#### Discussion Items

##### 6. a. Nonprofit Construction Projects Overview

Community Development Division (CDD) staff provided an overview of previous construction projects and provide recommendations for the CPAB to consider during the application process.

*Please see attached presentation for more information.*

Mr. Rich Thesing asked staff what percentage of NCIP subrecipients fail to complete projects due to a lack of funds. Staff responded that approximately 5% of projects are not completed.

Mr. Thesing asked how Nonprofit Capital Improvement Projects (NCIP) projects secure additional funding if needed. Staff responded that according to data, organizations that bid too

low for their projects often utilize additional funding from their organization to supplement project costs.

**b. Capital Improvements Program Review and Advisory Committee (CIPRAC) Overview**

CDD staff provided an overview of the CIPRAC process and how CDBG-funded City projects are identified for possible allocations during the Annual Action Plan.

*Please see attached presentation for more information.*

Mr. Thesing asked staff whether applicants can re-apply for funding if they currently have open projects. Staff responded that yes, applicants would be eligible to re-apply. Oftentimes, if a project is delayed and not completed within 24 months it is usually due to extenuating circumstances.

**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 10:33 a.m.

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 3<sup>rd</sup> Party Construction Manager

## Common Issues with Past NCIP Projects:

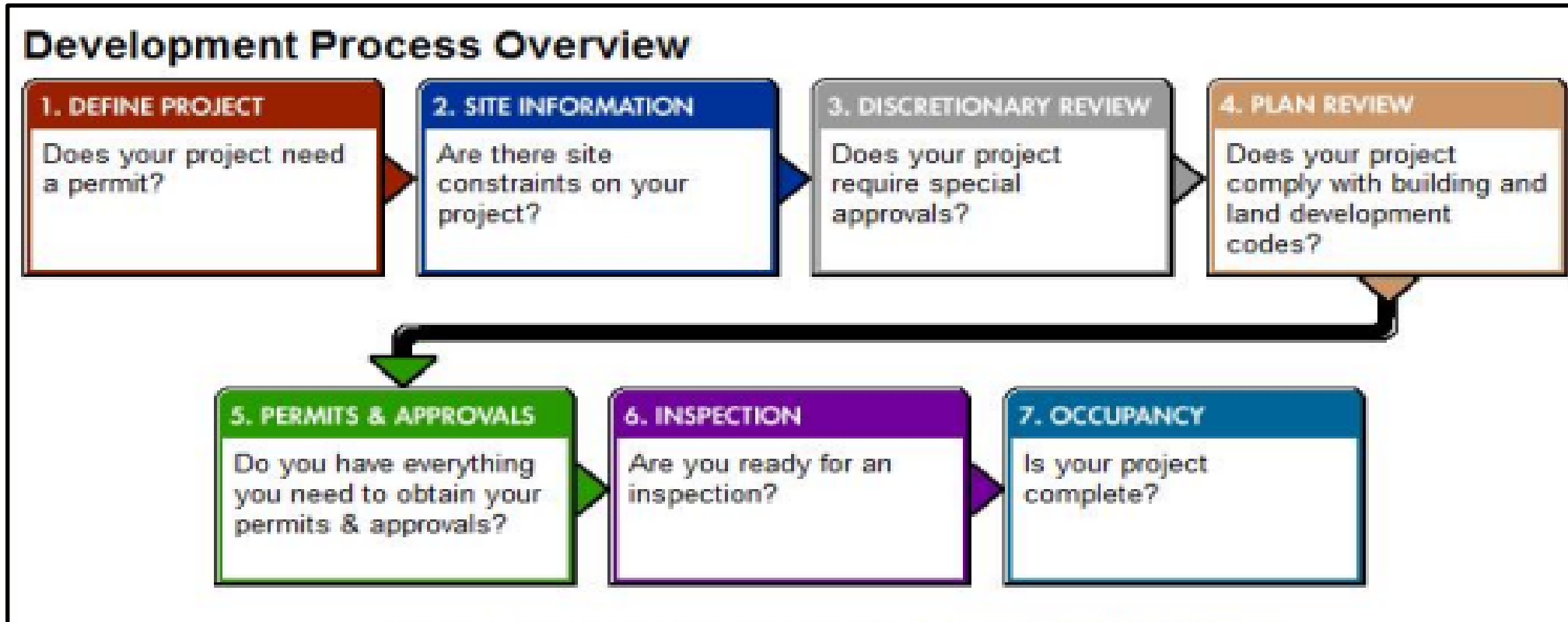
- Not enough funding requested
- No details in Scope of work
- No dedicated project manager
- Bidding – too high/not enough bidders
- Piece Meal NCIPs over years for same location
- No Permits/Construction documents



## Checklist for Scoring NCIPs:

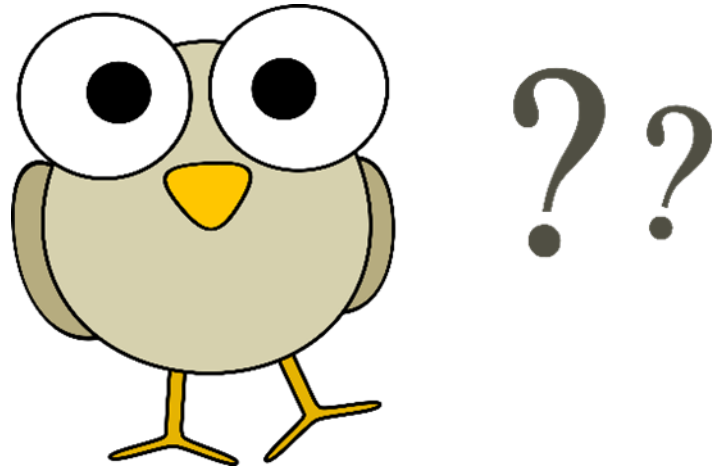
- **Developed budget:**
  - A) Project Manager salary listed
  - B) Funds allocated for permitting
- **Comprehensive scope:**
  - A) Parking
  - B) Exterior of building
  - C) Landscaping
  - D) Public safety
  - E) ADA Improvements
  - F) Energy Efficient infrastructure?
- **Organizational Capacity/Timeline:**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

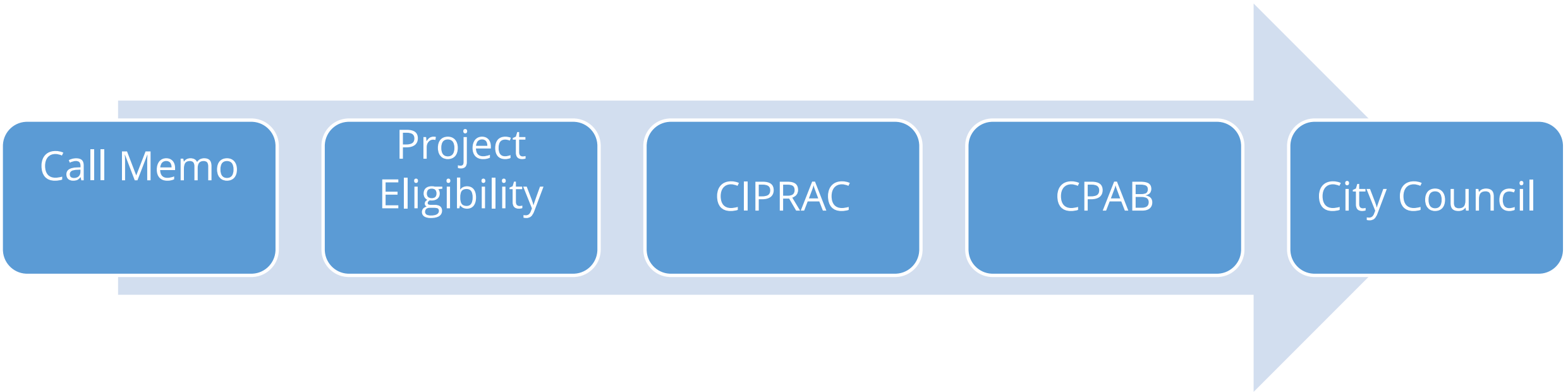
*Photo Credit: Mike Torrey Photography*

## CIP Project Types

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

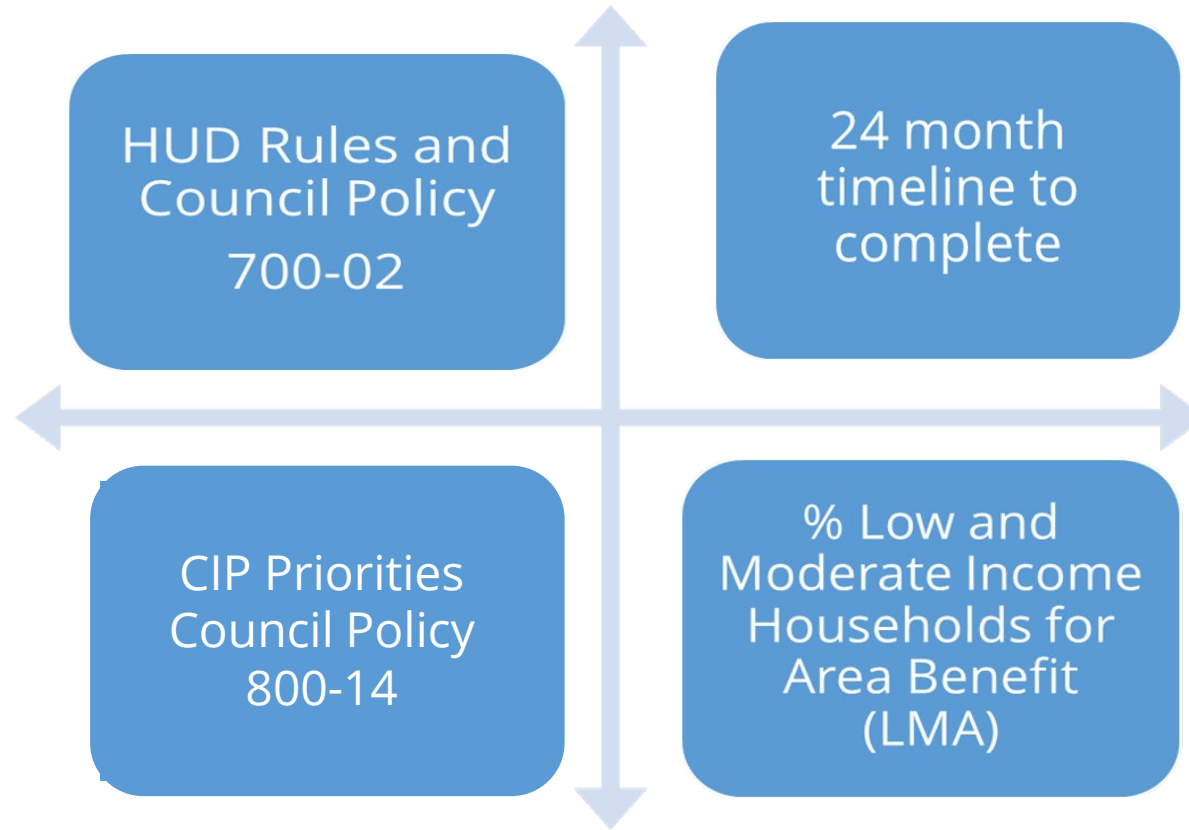


## Annual City CDBG-Funded CIP Selection Sequence





## 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

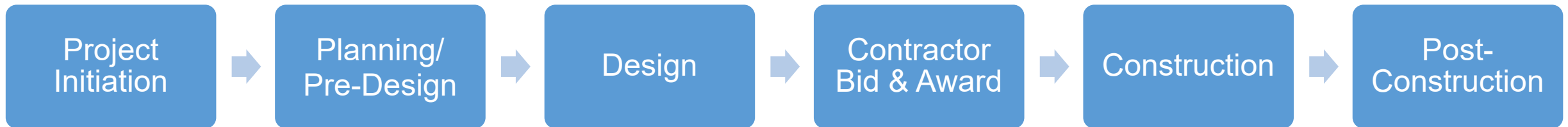
## Prioritizing CIP's Council Policy 800-14

- 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

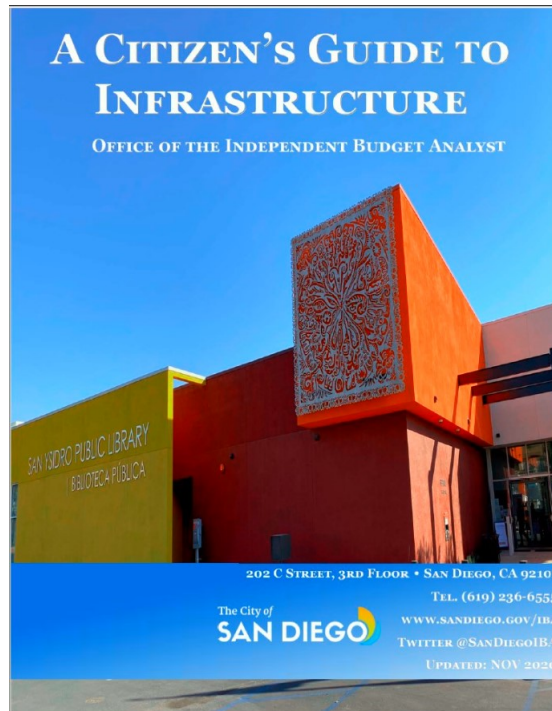
- Provides guidelines for the comprehensive evaluation of all asset types
- Establishes weighted factors for the objective scoring & ranking of all CIP's
- Allows decision-makers to have a basis for choosing the most compelling projects
- Provides a citywide perspective on exploring various financing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