

**CONSOLIDATED PLAN ADVISORY BOARD (CPAB)**

**MINUTES**

**Wednesday, February 14, 2024**

**1200 3<sup>rd</sup> Avenue, 14<sup>th</sup> Floor, San Diego, CA 92101**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none"> <li>• Abena Bradford, Council District 3</li> <li>• Yegin Chen, Council District 1</li> <li>• Rich Thesing, Council District 7</li> <li>• Lauren Garces, Council District 5</li> <li>• Jordan Beane, Council District 2</li> <li>• Smith Sirisakorn, Council District 6</li> </ul>	<ul style="list-style-type: none"> <li>• VACANT, Council District 4</li> <li>• VACANT, Council District 9</li> <li>• Victoria Barba, Council District 8</li> </ul>

STAFF PRESENT	ATTENDANCE
<ul style="list-style-type: none"> <li>• Nadine Hassoun, Community Development Specialist</li> <li>• Michele Marano, Assistant Deputy Director</li> <li>• Angela Nazareno-Clark, HUD Program Director</li> <li>• Nancy Luevano, Community Development Project Manager</li> <li>• Melissa Villalpando, Community Development Specialist</li> <li>• Ashley Gain, Community Development Project Manager</li> <li>• Liza Fune, Contract Monitoring</li> <li>• Alicia Martinez-Higgs, Project Manager</li> <li>• La Tisha Thomas, Community Development Specialist</li> <li>• Lydia Goularde, Community Development Project Manager</li> <li>• Emma Mattingly, Community Development Project Manager</li> </ul>	<p style="text-align: center;"><i>4 members of the public joined the meeting.</i></p>

**Call to Order**

1. CPAB Co-Chair Abena Bradford called the meeting to order at 10:00a.m. Abena Bradford took roll call; five board members were present. Quorum was achieved at the same time. One board member arrived late.

<b>Board Member Announcements</b>
-----------------------------------

2. *There were no board member announcements.*

<b>Staff Announcements</b>
----------------------------

3. Nancy Luevano, Community Development Project Manager shared that the City of San Diego's Economic Development Department will be providing emergency relief grants to Small Businesses and Nonprofits that were impacted by the storm. The Emergency Response Grant will assist up to \$2,500 per applicant, with a 100% bonus (for a total of \$5,000) for applicants located in the Promise Zone, Opportunity Zones, or Low-Moderate income Census Tracts. EDD will be prioritizing businesses located in under-resourced communities and high-impacted storm affected areas. Eligible businesses and nonprofits will be awarded funding based on a reimbursement basis for document storm-related expenses incurred. Businesses must have a current active Business Tax Certificate and have 12 employees or less. Damage incurred due to mud, flash flooding or interior water damage. Applications will be accepted from February 12, 2024, through February 27, 2024. To receive more information or access the Emergency Response Grant, please go to website; [www.sandiego.gov/ERG](http://www.sandiego.gov/ERG). To receive storm preparedness information, visit the City's Storm Preparedness website at [www.sandiego.gov/storm](http://www.sandiego.gov/storm).
4. Michele Marano, Assistant Deputy Director shared that to-date, 30 Emergency Response Grant applications have been received.
5. La Tisha Thomas, Community Development Specialist shared that two Practice Fair Housing RFP applications were received. CDD staff will be reviewing the RFP proposals February 12 through February 23<sup>rd</sup>, 2024. The RFP materials will be available to the Consolidated Plan Advisory Board (CPAB) for review and scoring on February 26 – March 18, 2024. Lastly, the RFP scoring results will be posted on the CDBG website and emailed to interest list. Allocation will be made to the highest scoring applicant and will be included in the FY 2025 Annual Action Plan.

<b>Approval of Minutes</b>
----------------------------

1. Motion to approve minutes from previous meeting January 13, 2024, by Jordan Beane and seconded by Rich Thesing. Minutes approved, 6-0.

<b>Non-agenda Public Comment</b>
----------------------------------

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

<b>Discussion: Consolidated Plan/CP 700-02 Update</b>
---

1. **Nadine Hassoun, Community Development Specialist provided an update on the Consolidated Plan/CP 700-02.**
  - a. Nadine Hassoun updated CPAB members that a draft of the Consolidated Plan was received from Root Policy Research. EDD staff is working on reviewing the documents and answering

- questions that the consultants may have. The Consolidated Plan will be available for Public Comment for 30-days in April. In addition, the Consolidated Plan will be presented during April's CPAB meeting and City Council meeting.
- b. Nadine shared that the 700-02 Ad Hoc Committee meetings concluded to review the policy. Nadine thanked CPAB members that participated in the meetings and provided their feedback. CDD staff is working on the edits of the document. The document CP 700-02 will then be submitted to the City Attorney's office for a final review.

### Discussion: RFP Scoring

#### 2. Nadine Hassoun, Community Development Specialist provided an update on the RFP Scoring.

- a. Nadine announced that due to the recent glitches on the RFP applications on ED Grants, the deadline to submit scoring results to CDD staff has been extended to March 4, 2024.
- b. CPAB member Smith Sirisakorn asked if it would be possible to extend the deadline to March 11, 2024.
- c. Nadine clarified that due to time constraints, this would not be possible. The CPAB ratification of the scores is scheduled for the March 13<sup>th</sup> CPAB meeting.
- d. Nadine announced that EDD staff are requesting CPAB members to prioritize scoring Public Services applications first due to the budget amount allocated is less than the amount of the Public Service applications being requested. Nadine confirmed that all application projects that were forward to CPAB for scoring are eligible for CDBG funding. Nadine also shared that there were a few applications that had nuances. For these applicants if awarded, staff will be working with the organizations to adjust their scope of work. In addition, there are minor items on a few applications such as a small expense in the budget that may not be eligible. Staff will be working with these organizations to adjust their budgets and scopes of work.
- e. Nadine reminded CPAB members that Ad Hoc Committee meetings will begin tomorrow, February 15<sup>th</sup> to answer any questions referring to the RFP Scoring process. Technical assistance questions will also be addressed. Additional meeting dates will be on, February 20, 22 and 26<sup>th</sup>. The meetings will take place via Zoom and are optional for attendees. A total of four CPAB members may attend per meeting. If you wish to attend a meeting and you are not able to attend the meeting dates, please email Nancy Luevano at [nluevano@sandiego.gov](mailto:nluevano@sandiego.gov) with your availability. We will schedule a meeting to accommodate your schedule.
- f. Nadine recommended CPAB members to review the FY 25 CPAB Review Handbook prior to scoring the RFP applications.
- g. CPAB member Lauren Garces shared that she started reviewing the RFP applications. Lauren asked who will be scoring the Promise Zone question under the Project Benefits section. Ashley Gain, Community Development Project Manager clarified that CDD staff will be adding points to the question.
- h. CPAB member Abena Bradford shared that while scoring applications, some of the questions were worth 5 points however, on ED Grants the question allocated 7-points.
- i. Melissa Villalpando, Community Development Specialist clarified that the answers of the three categories; NCIP, CED, PS were scored on a different point system. Melissa shared that ED Grants – IT developer, was currently working on separating the points according to their category. In the meantime, Melissa suggested to use the scoring criteria from

FY25 CPAB Review Handbook, Appendix E to find the total points per each category questions.

- j. CPAB member Rich Thesing thanked EDD staff for their hard work. Rich shared that staff worked with the software developer to fix glitches promptly.
- k. CPAB member Jordan Beane shared that since he was scoring applications for the first time, he was having difficulty setting a baseline of what was a 5-point response.
- l. Melissa Villalpando, Community Development Specialist shared that the easiest way to score the applications was to read all applications first then save the scores without hitting the submit button. This way, the reviewer had the option to go back to make edits if needed.
- m. CPAB member Lauren Garces-shared that what helped her score the applications last year was to keep the grading consistent across all applications.
- n. CPAB member Abena Bradford commented that she noticed that the applicants were answering the questions clearer than previous years applications. Abena noted that this was due to the edits made by EDD staff to the application questions.
- o. CPAB member Rich Thesing shared that a few organizations were making the same mistakes on their application from their previous year. Rich commented that it would be a good idea to allow organizations to view their prior year's application so that they may not make the same mistake.
- p. Melissa Villalpando, Community Development Specialist clarified that organizations do have the option to request a copy of their application. Ashley Gain, Project manager shared that they received approximately 20 requests per year to review the scoring and comments on their application.

#### **Discussion: Items for Future Agendas**

1. Angela Nazareno-Clark, HUD Program Director, shared that during March 13<sup>th</sup> CPAB meeting, staff will provide an update of the Emergency Response Grant (ERG) and the Fair Housing RFP proposals.
2. Angela Nazareno-Clark shared that HUD was considering making statutory changes. The changes were mostly due to COVID-19 funding. Angela will be keeping everyone posted as she receives additional information from HUD.
3. CPAB member Yegin Chen mentioned that he would like to learn more about how HUD interacts with the City of San Diego to administer the Community Development Block Grant.
4. CPAB member Abena Bradford shared that she appreciated the yearly updates provided by EDD staff regarding programs offered by the City of San Diego. Abena commented that it would be a good topic for a future agenda.

#### **Adjournment**

1. Meeting closed at 11:00am.